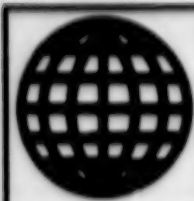


JPRS-CAR-90-063  
16 AUGUST 1990



**FOREIGN  
BROADCAST  
INFORMATION  
SERVICE**

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# ***JPRS Report***

## **China**

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### ***PLA Interior Service Regulations***

**China**  
**PLA Interior Service Regulations**

*JPRS-CAR-90-063*

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## Section I. Use of the Army Flag

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**Article 1.** These regulations are formulated with a view to establishing a regular interior service system for the PLA [People's Liberation Army], to maintaining good internal and external relations, to clearly defining duties and responsibilities, to exercising administration, and to cultivating a fine work style.

**Article 2.** The PLA of China is the people's army founded and led by the CPC and armed with Marxism-Leninism-Mao Zedong Thought, the armed forces of the PRC, and the mighty pillar of the people's democratic dictatorship. The PLA's mission is to consolidate national defense, to resist aggression, to defend the People's Republic and the socialist system, to ensure that the people can work in peace, and to wholeheartedly serve the people. The general principle to be pursued by the PLA in the new period is to build a powerful, modern, and regular revolutionary army. This is the very basis on which these regulations are formulated.

**Article 3.** The PLA shall observe the following principles in interior service:

Increasing the Army's fighting strength must always be taken as a fundamental criterion to evaluate all the work. It is necessary to firmly stick to the idea that the PLA is always a fighting force; to arrange all tasks in a unified way with military training as the key link and with the focus placed on the regularization of the Army; to establish a regular interior service system and good order with regard to combat readiness, training, work, and everyday life; to improve administration over equipment, supplies, and military installations; and to strive to increase the Army's fighting ability under the condition of modern warfare.

It is necessary to insist on the role of political work as a lifeline and thus ensure that the Army is always politically qualified. It is necessary to uphold the party's absolute leadership over the Army and ensure that the party's line, principles, and policies are implemented and that the Army will keep closely in line with the CPC central authorities ideologically, politically, and in action. It is necessary to regularly carry out education in Marxism-Leninism-Mao Zedong Thought, conscientiously study Comrade Deng Xiaoping's theory on building socialism with Chinese characteristics, ensure that each and every serviceman will adopt a firm ideal and faith in communism, adhere to the socialist road, uphold the people's democratic dictatorship, the CPC's leadership, and Marxism-Leninism-Mao Zedong Thought, resolutely oppose bourgeois liberalization, set great store in the struggle against corrosion, intensify socialist ideological

and cultural influence within the Army, and always stick steadfastly to the correct political orientation. It is necessary to uphold the principle of consensus between the officers and the soldiers, between the army and the people, and between the army and the government; practice political, economic, and military democracy; and carry forward the spirit of building the Army through hard work and frugality. It is necessary to enhance the ideological quality and moral integrity of all the Army in accordance with the requirements for servicemen with lofty ideals, moral integrity, good educational background, and a high sense of discipline.

It is necessary to uphold the principle of administering the Army strictly and according to the law and to exercise rigid and scientific administration. It is necessary to strictly abide by state laws and regulations and to conscientiously implement the Army's ordinances, rules, and regulations. It is necessary to implement the principles of strict administration and patient persuasion, of administering by level and each assuming his own responsibilities, of combining education and maintenance and integration of training and administration; and of emphasizing the exemplary role of cadres. It is necessary to be strict and fair in meting out rewards and punishments and to make sure that all orders and prohibitions are duly carried out, constantly enhance the army's sense of organization and discipline, and safeguard a high degree of stability, unity, and centralized direction in the Army.

It is necessary to carry forward the PLA's fine style and to cultivate a fighting spirit—courage in battle, no fear of sacrifice, no fear of fatigue, and continuous fighting, as well as the style of bravery, tenacity, steadfastness, activeness, prompt and accurate action, and strict observation of discipline. It is necessary to cultivate the style of utter devotion to one's duties, the style of proceeding in everything from reality and working in a down-to-earth manner, the style of industry and simplicity, and the style of honesty in performing official duties; great efforts must be made to accomplish every mission.

**Article 4.** These regulations are applicable to all military officers, non-military cadres, and soldiers of the PLA and to all reserve duty personnel who are undergoing military training.

**Article 5.** Senior officers and army organs at all levels are duty-bound to enforce these regulations and shall strengthen inspection and supervision to make sure that these regulations are earnestly implemented.

**Chapter 2. Servicemen's Swearing in to Office**

**Article 6.** A member of the PLA of China is a PRC citizen serving in the PLA.

**Article 7.** A serviceman's oath of office is his commitment and guarantee of fulfillment of the sacred duties and glorious mission that he is shouldering. Every citizen who joins the Army shall take the following serviceman's oath:



*I am a citizen of the PRC. It is my glorious obligation to serve in the Army according to the law. To undertake the sacred duties of a revolutionary serviceman, I hereby declare:*

*I have deep love for the CPC, the socialist motherland, and the PLA, and I will wholeheartedly serve the people.*

*I will implement the party's line, principles, and policies, abide by the state's laws and regulations, observe the Army's rules, regulations, and ordinances, and obey orders and instructions.*

*I will work hard to learn military, political, and scientific knowledge, train hard to increase my combat efficiency, treasure weapons and equipment, keep military secrets, carry forward fine traditions, take part in the socialist material and spiritual civilization construction, and bravely fight against all activities violating the law and discipline.*

*I will bravely battle the enemy, fear no sacrifice, defend the socialist motherland, ensure that the people can work in peace, and in no case shall I betray the motherland.*

*I will steadfastly keep this oath and will never break it.*

**Article 8.** The following are the basic swearing-in requirements for servicemen:

1. The oath shall be taken after the new recruit's physical examination and political screening but not later than 45 days after enlistment (or enrollment in a military institute).
2. Before swearing the oath, the leading officer of the fendui shall explain to the swearer the PLA's nature, aim, and tasks and the servicemen's obligations.
3. The servicemen's oath of office shall be sworn at a meeting of the company (battalion or regiment) presided over by a leading officer of the company (battalion or regiment); or, if in a military institute, be sworn at a meeting presided over by the leading officer of a training team or the responsible officer of the institute.
4. The oath-taking ceremony shall be solemn and those attending the ceremony shall be neatly dressed. The ceremony is best held at a venue of educational significance. A ceremony to usher in and return the Army flag shall be held if the oath-taking ceremony is held at a meeting of the regiment.
5. Before the oath-taking ceremony is over, every swearer shall sign his name on the swearers' name list for his company, which is to be handed by the company's leading officer to the responsible officer of the unit. The latter shall sign his name on the list and then submit it to headquarters for filing.

**Article 9.** The following are the general procedures of an oath-taking ceremony for servicemen:

1. Opening of the oath-taking ceremony.

2. The presiding officer addresses the ceremony (brief explanation of the significance of the swearing-in ceremony and the basic spirit of the oath).

3. Swearing the oath (the swearers stand up, raising their clenched right fists, and repeat aloud sentence by sentence what is read out by a designated swearer standing in front of the group of swearers).

4. The representative of the swearers addresses the meeting.

5. Other representatives participate in the ceremony reading out congratulatory messages.

6. Leading officers address the ceremony.

7. End of the ceremony.

### **Chapter 3. Servicemen's Duties**

#### **Section 1. Soldiers' Duties**

**Article 10.** The soldiers of the PLA comprise noncommissioned officers (master sergeants and professional sergeants), sergeants (senior sergeants, sergeants, and junior sergeants), and privates (privates first-class and privates). Their general duties are as follows:

1. To implement orders, battle the enemy bravely and tenaciously, strictly observe discipline, and resolutely fulfill assignments.
2. To take an active part in military training, thoroughly master the use of weapons and technical equipment, and constantly enhance their technical standards.
3. To take an active part in political studies with a view to enhancing their political understanding.
4. To abide by the state's laws and regulations, carry out the Army's rules, regulations, and ordinances.
5. To work hard, vigorously practice frugality, and treasure weapons, equipment, and other public properties.
6. To show respect for the superior, submit themselves to the administration, unite with other members of the Army, and cherish collective honor.
7. To actively participate in military and physical training and build up a good physique.
8. To strictly observe the security procedures and the safety regulations, and make every effort to prevent any accidents.

**Article 11.** A master sergeant is responsible for directly administering soldiers and commanding them to fight, drill, perform duties, and carry out other missions. Apart from carrying out a soldier's general duties, a master sergeant shall perform the following additional duties:

1. To play an exemplary role in observing the state's laws and regulations and the army's discipline, and set an example to his fellow servicemen in all aspects.

2. To lead his fellow soldiers to make war preparations so that they are always ready to carry out combat missions.

3. To thoroughly master the skill to operate weapons and equipment, exercise strict control over weapons and equipment, and always maintain them in good conditions.

4. To organize professional training for his fellow soldiers so as to constantly enhance their professional competence.

5. To show concern for and take care of his fellow soldiers, set strict requirements on them, boldly administer the ranks, do a good job in ideological and political work, and help the soldiers resolve actual problems.

**Article 12.** The soldiers' specific duties are to be defined by the PLA headquarters or military region commands, specific services (arms), or the State Commission of Science, Technology, and Industry for National Defense.

### **Section II. Officers' Duties**

**Article 13.** The general duties of PLA officers are as follows:

1. To study hard Marxism-Leninism-Mao Zedong Thought; implement the party's line, principles, and policies; abide by the state's laws and regulations; and implement the Army's rules, regulations, and ordinances.

2. To obey orders in all actions.

3. To take the initiative in learning military, political, and scientific knowledge; to constantly improve modern-warfare command capability; and to resolutely fulfill all combat missions.

4. To acquire proficiency in the professional work relating to their positions, earnestly perform their duties, and actively and responsibly accomplish all assignments.

5. To thoroughly master the skill of operating weapons and equipment, exercise strict control over weapons and equipment, and always maintain them in good condition.

6. To show respect for their fellow soldiers, take care of their subordinates, unite with comrades, and set example to their fellow soldiers in all actions.

7. To show respect for local governments and have deep love for the masses.

8. To strictly keep secrets of the state and the Army, observe security regulations, and make every effort to prevent accidents.

**Article 14.** The specific duties of officers are to be defined by the PLA headquarters, or military region commands, the specific service (arm), or the State Commission of Science, Technology, and Industry for National Defense.

### **Section III. Leading Officers' Duties**

**Article 15.** Leading officers of the PLA at all levels assume full responsibility for combat missions, training, administration, ideological and political work, logistics service, and technical support, and other tasks assigned to their units (fendui). Their general duties are as follows:

1. To teach their subordinates to implement the party's line, principles, and policies; to abide by the state's laws and regulations; and to implement the Army's rules, regulations, and ordinances.

2. To be well informed of the conditions of their units (fendui), draw up working plans for their own units (fendui) in accordance with the superior's instructions and intention and in light of the actual circumstances, and lead their subordinates to implement the plans.

3. To lead their subordinates to make preparations against war and accomplish combat missions.

4. To lead their subordinates in military training and political education with a view to constantly enhancing their military and political quality.

5. To properly carry out ideological and political work, straighten out administration, and ensure that their units (fendui) will perfectly accomplish all missions.

6. To have a clear picture of the complement and combat capacity of their own units (fendui) and to strictly implement all regulations concerning the Army establishment.

7. To educate and train subordinate officers, constantly upgrade their leadership quality, commanding ability, and administrative standard.

8. To lead their subordinates to properly maintain equipment and always keep it in good condition.

9. To show concern for and take care of their subordinates, take action to improve their material and cultural life, and help them solve practical problems.

10. To take care of logistics service and technical support.

11. To educate their subordinate and see that they observe discipline regarding security matters, do a good job in maintaining safe operation, and make efforts to prevent any accidents.

12. To promptly submit reports to and ask for instructions from superiors.

**Article 16.** A leading officer who is on leave shall assign in advance an officer to take over his duty.

**Section IV. The Duties of Officers in Charge**

**Article 17.** A regiment commander's duties:

Both the regiment commander and the regiment political commissar are the head officers of the whole regiment who are jointly in charge of the administration of the regiment. The regiment commander assumes the principal responsibility for the military affairs of the regiment. He shall:

1. Be well informed of the situation in the regiment, propose in due course specific military tasks and requirements in accordance with the superior's directives and intention, and lead his subordinates to fulfill the tasks.
2. Oversee war preparation work and direct the regiment in fulfilling combat missions.
3. Oversee military training of the regiment, assign training tasks for subordinate battalions and companies, and carry out regular inspection to ensure that all military training tasks are properly completed.
4. Direct his subordinates to strictly implement rules, regulations, and ordinances, observe discipline, abide by the law, strictly keep secrets, maintain safety, and prevent any accidents.
5. Have a clear picture of the complement and combat capacity of the regiment, strictly implement all regulations concerning the Army establishment, and do a good job in equipment maintenance.
6. Educate and train subordinate officers and constantly upgrade their military and political quality and professional competence.
7. Exercise leadership over logistics and technical support work.
8. Show concern for the subordinates' material and cultural life and help them resolve practical problems.
9. Pay attention to the development of organs and bring their functions into play.
10. Lead the regiment in fulfilling other tasks assigned by the superior.

**Article 18.** A regiment political commissar's duties:

Like the regiment commander, the regiment political commissar is a head officer of the regiment and, together with the regiment commander, takes charge of the administration of the regiment. His specific duties are defined by the "Regulations on Political Work for the PLA of China."

**Article 19.** A deputy regiment commander's duties:

A deputy regiment commander is under the regiment commander and the regiment political commissar, and

he is to assist the regiment commander in the administration of the regiment. He acts as regiment commander while the regiment commander is on leave.

**Article 20.** The duties of the regiment chief of staff:

The regiment chief of staff works under the regiment commander and the regiment political commissar. As the chief of staff of the unit, he is the immediate leading officer of the regiment command and assumes the full responsibility for the operation of the regiment command. He shall:

1. Have a clear picture of the military work of the regiment, take charge of the formulation of the regiment's plan for military work, submit reports and suggestions to the regiment's head officers in due course, and see that the plan is properly implemented.
2. Take charge of the gathering and studies of the information and intelligence needed for combat, draw up the regiment's line of action, implement war preparation measures, and ensure that the regiment reaches the appropriate degree of combat readiness in due course.
3. Convey the head officer's decision; coordinate different fendui's combat operations, combined actions, telecommunications, and supporting operations; monitor the progress of combat; and make suggestions to the head officer in good time.
4. Organize the formulation of the regiment's military training plan; guide, supervise, inspect, and assess the regiment's military training; and ensure that training assignments are fulfilled.
5. Take charge of the regiment's administration; examine the implementation of rules, regulations, and ordinances within the regiment; do a good job in maintaining safety and security; and prevent accidents.
6. Keep up the complement and combat capacity of the regiment, enforce the regulations on troops deployment, and plan acquisition of munitions and equipment, and maintain control of them.
7. Organize and coordinate military administrative work and guide logistics and technical support work.
8. Take charge of organizational, operational, and ideological work, as well as style cultivation, of the regiment command and take care of the military administrative work of directly subordinate fendui.
9. Show concern for the material and cultural life of the members of the regiment and help them resolve actual problems.
10. Organize activities to sum up and exchange experience in military work.

**Article 21.** The duties of the regiment's deputy chief of staff:

The regiment's deputy chief of staff works under the regimental chief of staff and assists him in performing official duties. The deputy chief of staff acts as the chief of staff while the latter is on leave.



**Article 22.** The duties of the director of the regiment's political department:

The director of the regiment's political department works under the regiment commander and the regiment political commissar. As the immediate head of the political department, he assumes full responsibility for the operation of the department. His specific duties are defined by the "Regulations on Political Work for the PLA of China."

**Article 23.** The duties of the deputy director of the regiment's political department:

The deputy director of the regiment's political department works under the director of the regiment's political department, assists him in performing official duties, and acts as the director of the political department when the director is on leave.

**Article 24.** The duties of the director of the regimental logistics department:

The director of the regimental logistics department works under the regiment commander and the regiment political commissar. As the immediate head of the logistics department, he assumes full responsibility of the operation of the logistic department. While rendering logistics and supporting services, he is subject to the guidance by the chief of staff. He shall:

1. Be well informed of the operation of logistics work of the regiment, take charge of the formulation of the plan for logistics service, submit reports and suggestions to the head officer in due course, and see that the plan is properly implemented.
2. Take charge of the formulation of the logistics support plan and deploy the logistics resources in accordance with both the determination of the regiment's head officer and the combat operation plan of the regiment, and thus ensure that all combat missions will be fulfilled.
3. Organize the acquisition of logistic equipment, supplies, and funds; ensure proper supply, storage, administration, and maintenance of logistic equipment and materials; and prevent accidents.
4. See that all members of the regiment observe the financial system, strictly enforce financial and economic discipline, and put an end to corrupt practices and waste.
5. Organize the regiment's agricultural and sideline production with a view to improving the material living standards of the officers and soldiers.
6. Take charge of the administration of the regiment's properties as well as the tree-planting and environmental protection work around the regiment barracks, and build barrack facilities in cooperation with the departments concerned.
7. Take charge of the regiment's public health service and disease prevention work.

8. Take charge of the professional training for the regiment's logistics personnel.

9. Take charge of the military training and military administration of the regiment directly under the logistics department and strive to constantly enhance their military and political quality as well as their professional competence.

10. Take charge of the organizational, operational, and ideological work as well as the cultivation of work style of the logistics department.

11. Organize activities to sum up and exchange experience in logistics work.

**Article 25.** The duties of the deputy director of the regimental logistics department:

The deputy director of the regimental logistics department works under the director of the logistics department, assists him in performing official duties, and acts as director of the logistics department while the latter is on leave.

**Article 26.** The duties of the director of the regiment's technical department:

The director of the regiment's technical department works under the regiment commander and the regiment political commissar. As the immediate head officer of the technical department, he assumes full responsibility for the operation of the technical department and is subject to the guidance of the regiment's chief of staff with regard to technical support. He shall:

1. Be well informed of the technical work of which he is in charge, organize the formulation of the plan for technical work, submit reports and proposals to the leading officers in good time, and take charge of the implementation of the plan.
2. Formulate the technical support plan in accordance with both the determination of the regiment's head officer and the combat operation plan of the regiment, deploy technical force, and ensure that all combat missions are accomplished.
3. Take charge of technical training, examine the results of training, and ensure that training assignments are fulfilled.
4. Keep informed of the quantity and technical condition of technical equipment, promptly organize technical maintenance and repair work, and keep the equipment in good technical condition all the time.
5. Take charge of the technical development of specialized garages and training fields, oversee the operation of the garages, and inspect the related work.
6. Take charge of the formulation of safety protection measures regarding technical work and prevent any accidents.



7. Take charge of the acquisition, supply, and storage of spare parts of technical equipment and the administration of special funds.

8. Exercise leadership over the training and military administration of technical repair fendi and strive to enhance their military and political quality as well as technical support ability.

9. Exercise leadership over the organizational, operational, and ideological work and the cultivation of style of the technical department.

10. Organize activities to sum up and exchange experience in technical work.

**Article 27. A battalion commander's duties:**

Both the battalion commander and the battalion political commissar are the leading officers of the whole battalion who are jointly in charge of the administration of the battalion. The battalion commander assumes the principal responsibility for the military affairs of the battalion. He shall:

1. Be well informed of the battalion's situation; work out specific measures for implementation in accordance with the the superior's directives, plans, and requirements regarding military work; and lead his subordinates in fulfilling the tasks.

2. Oversee war preparation work, implement war preparation measures, and direct the battalion in fulfilling combat missions.

3. Direct the battalion's military training, see that the training plan is implemented, and ensure that training tasks are accomplished.

4. Direct his subordinates to strictly implement rules, regulations, and ordinances; to observe discipline; to abide by the law; to strictly keep secrets; to maintain safety; and to prevent accidents.

5. Keep well informed of the combat capacity of the battalion, strengthen administration over soldiers and equipment, and ensure that the percentage of personnel in the service and the percentage of equipment in good condition reach the required level.

6. Educate and train subordinate officers and constantly upgrade their military and political quality and professional competence.

7. Exercise leadership over the battalion's agricultural and sideline production, show concern for subordinates' material and cultural life, and help them resolve practical problems.

8. Lead the battalion in fulfilling other tasks assigned by the superior.

**Article 28. A political instructor's duties:**

Both the battalion political instructor and the battalion commander are the leading officers of the whole battalion who are jointly in charge of the administration of the battalion. The battalion political instructor assumes the principal responsibility for political work in the battalion. His specific duties are defined by the "Regulations on Political Work for the PLA of China."

**Article 29. The deputy battalion commander's duties:**

The deputy battalion commander works under the battalion commander and the battalion political instructor, and he is to assist the battalion commander in the administration of the battalion. He acts as battalion commander while the battalion commander is on leave.

**Article 30. The duties of the director of the battalion's medical office:**

The director of the medical office works under the battalion commander and the battalion political instructor, in charge of medical service in the battalion. He is subject to the guidance of the head of the regiment medical team with regard to the operation of the medical department. He shall:

1. Direct the battlefield self-rescue and mutual-rescue training of all companies, and carry out first-aid, medical treatment, and escort missions during wartime.

2. Organize publicity and education in common knowledge of hygiene and disease prevention, with a view to cultivating good hygiene habits among all members of the battalion.

3. Propose measures to prevent common diseases, frequently occurring diseases, and infectious diseases according to the rotation of seasons and the nature of missions, and organize implementation of these measures.

4. Provide sick personnel with medical treatment, report cases of infectious diseases immediately after they are discovered, take action to isolate or hospitalize the patients, and properly carry out sterilization work.

5. Supervise and promote implementation of the various facets of the health system and report to the battalion's leading officer in good time any problems discovered, and make suggestions to resolve such problems.

6. Assist the battalion's leading officers in carrying out internal hygiene education, and guide personnel concerned in regular indoor canteen and toilet sterilization operations.

7. Offer professional training to the staff members of the medical office and to company medical orderlies, with a view to constantly enhancing their professional standards.

8. Take charge of the acquisition, storage, disposal, and maintenance of medicines and medical equipment for the medical office.

9. Direct all companies in maintaining nutrition hygiene.
10. Take charge of routine medical support for the battalion's training, construction, production, and other missions.

**Article 31. The company commander's duties:**

Both the company commander and the company political instructor are the leading officers of the whole company who are jointly in charge of the administration of the company. The company commander assumes the principal responsibility for the military affairs of the company. He shall:

1. Keep well informed of the situation in the company, plan and arrange military work in accordance with the superior's directives and intention and in light of the actual circumstances, and lead his subordinates in implementing the relevant tasks.
2. Direct the company to do war preparation work and to carry out combat missions.
3. Organize and exercise leadership over military training for the company, accomplish training tasks as planned, and strive to enhance the technical and tactical standards of the whole company.
4. Lead the company to conscientiously implement rules, regulations, and ordinances; strictly enforce discipline; and foster a fine style.
5. Have a clear picture of the company's combat capacity, strengthen administration of personnel and equipment, and ensure that the percentage of personnel in the service and the percentage of equipment in good condition reach the required level.
6. Educate and train his subordinate military officers, master sergeants, and sergeants (squad leaders) and enhance their commanding and administrative ability.
7. Organize spare-time production work for the company, and properly manage the company's mess, operational funds, materials, and barrack properties.
8. Show concern for subordinates' material and cultural lives and help them resolve practical problems.
9. Educate the whole company to strictly keep secrets, maintain safety, and prevent accidents.
10. Accomplish other tasks assigned by the superior.

**Article 32. The company political instructor's duties:**

Both the company political instructor and the company commander are the leading officers of all the company who are jointly in charge of the administration of the company. The company political instructor assumes principal responsibility for the political work of the whole company. His specific duties are defined by the "Regulations on Political Work for the PLA of China."

**Article 33. The deputy company commander's duties:**

The deputy company commander works under the company commander and the company political instructor, and he is to assist the company commander in the administration of the company. He acts as company commander while the company commander is on leave.

**Article 34. The platoon leader's duties:**

The platoon leader assumes full responsibility for the administration of the platoon. He shall:

1. Lead the platoon to implement war preparation measures and direct the platoon to accomplish combat missions.
2. Lead the platoon to accomplish military and political training tasks, and strive to enhance the military and political quality of the whole platoon.
3. Lead the platoon to observe discipline, abide by the laws, strictly implement the interior service system, safeguard normal order, and cultivate a fine style.
4. Educate all members of the platoon to treasure munitions and equipment and to strictly implement regulations governing the maintenance, storage, and use of equipment.
5. Help squad leaders and assistant squad leaders enhance their commanding and administrative abilities.
6. Keep well informed of the ideological conditions among all members of his platoon, show concern for and take good care of soldiers, properly carry out ideological and political work, promote unity, and thus ensure the accomplishment of all tasks.
7. Educate all members of the platoon and see that they strictly keep secrets and implement safety procedures, and take action to prevent accidents.
8. Accomplish other tasks assigned by the superior.

**Article 35. The technician's duties:**

The technician is in charge of maintaining and repairing technical equipment assigned to him and of guiding other personnel concerned in correctly using and maintaining such equipment. He shall:

1. Be familiar with the specifications, structure, and operational principles of the technical equipment, as well as the regulations concerning use and maintenance of such equipment.
2. Provide guidance so that such equipment is properly used and maintained and is promptly repaired or sent for repair.
3. Regularly check and test the technical equipment and keep an eye on its technical condition.
4. Correctly fill in the specifications record, technical condition record, and other relevant tables and forms, and properly keep all the technical data on file.

5. Take charge of the teaching of knowledge needed for operation of the equipment and technical training at his own unit.

**Article 36. The supply chief's duties:**

The supply chief takes charge of the mess and financial control of the whole company and takes care of the ideological education, style, and discipline of the mess squad. He shall:

1. Take charge of the technical training of the mess squad with a view to improving the cooking skill of the mess squad members, their knowledge of nutrition and hygiene, and the quality of meals for the company.
2. Strictly implement the financial system, apply for, draw, and appropriately spend the funds, practice strict economy, and publish the mess accounts each month.
3. Collect, distribute, and store grain, fodder, clothing, and other provisions for the whole company; exercise strict control over and appropriately use such Army provisions; make sure that the stock is consistent with the accounts; and regularly adjust and check the accounts.
4. Manage the barracks, barrack properties, and other facilities of the company, and see that they are not damaged or lost.
5. Arrange the spare-time production of the company, and see that the products are properly stored.
6. Always keep well informed of the ideological condition of the members of the mess squad, do ideological work in good time, and help resolve practical problems.
7. Accomplish other tasks assigned by the superior.

**Article 37. The squad leader's duties:**

The squad leader assumes full responsibility for the operation of the squad. He shall:

1. Lead all the squad in making combat preparations and direct his squad in fulfilling combat missions.
2. Lead his squad in accomplishing military and political training tasks with a view to enhancing the military and political quality of the whole squad.
3. See that the whole squad observes discipline and abides by the laws, strictly implement the interior service system, and cultivate strict discipline and a fine style.
4. See that all of the squad takes good care of the equipment, strictly observes the rules of equipment operation, and can skillfully operate their weapons.
5. Always be well informed of the ideological condition of all members of the squad, do ideological work in good time, promote unity within the squad, and ensure that all tasks are properly accomplished.

6. Educate all members of the squad, see that they strictly keep secrets and implement safety procedures, and take action to prevent accidents.

7. Accomplish other tasks assigned by the superior.

**Article 38. The assistant squad leader's duties:**

The assistant squad leader works under the squad leader and assists him in the administration of the squad. The assistant squad leader acts as squad leader while the latter is on leave.

**Article 39. The mess squad leader's duties:**

The mess squad leader assumes full responsibility for the operation of the mess squad. He shall:

1. Teach all the mess squad to love their work, take the initiative in improving the mess, and ensure that the officers and soldiers can eat their fill to their satisfaction.
2. Organize professional training for all members of the mess squad with a view to improving their cooking skill.
3. See that the whole mess squad strictly implements the interior service system, rigidly observes discipline, and cultivates a fine style.
4. Always be well informed of the ideological condition of every member of the mess squad, do a good job in ideological work, promote unity within the mess squad, and thus ensure that all tasks assigned will be accomplished.
5. Lead the whole mess squad in promoting sanitation in the mess and the kitchen, and in maintaining hygienic food standards.
6. Educate every member of the mess squad to practice strict economy, properly raise livestock and poultry, and do a good job in processing foodstuffs, such as preserved vegetable and storage of vegetables.
7. Teach all mess squad members and see that they observe discipline, abide by the laws, strictly keep secrets, implement safety procedures, and take action to prevent accidents.

**Article 40. The armory clerk's duties:**

1. To collect, distribute, and keep record of weapons, ammunition, equipment, and other ordnance accessories for his company.
2. To manage the weapons, ammunition, equipment, and other ordnance accessories of the company which are stored in a designated place, and to strictly implement safety procedures.
3. To examine the weapons and equipment of the company, become familiar with the operation, maintenance, and storage procedures for these weapons and equipment, provide technical guidance, and report in good time any problems discovered.



4. To promptly send damaged arms and equipment for repair, to retrieve worn-out items, and to turn over such items as well as arms and supplies seized in a battle according to the regulations concerned.

5. To keep soldiers' files, and to accurately update statistics and prepare reports on the company's resources.

6. To fill in and keep the registration forms and muster roll of the company and other forms of the company as required.

7. To collect, issue, register, and keep the copies of rules, regulations, ordinances, documents, teaching materials, teaching aids, and stationery.

**Article 41. The supply officer's duties:**

1. To become familiar with and implement supply standards and to adhere to the state's policies concerned and local regulations governing supplies.

2. To collect and purchase Army provisions, foodstuffs, fuel, and cooking utensils.

3. To assist the mess squad in managing the mess.

4. To promptly sort out receipts, bills, vouchers, and invoices and settle accounts with the supply chief.

**Article 42. The medical orderly's duties:**

1. To rescue, treat, and nurse the sick and the wounded, and to escort sick and wounded men to hospitals for prompt treatment.

2. To regularly arrange epidemic prevention programs, to provide guidance on health care and prevention of diseases, and to supervise the implementation of all health systems within the company.

3. To carry out publicity and education in health care, and to take charge of the company's training programs regarding health care and battlefield rescue operations.

4. To guide the mess squad in maintaining hygienic food standards and to take charge of purification and sterilization of drinking water.

5. To constantly pay attention to the local epidemic situation, to promptly report any cases of epidemic diseases, and to take epidemic prevention measures in good time.

**Article 43. The messenger's duties:**

1. To accurately and promptly convey orders, directives, and reports, and to deliver documents as scheduled.

2. To memorize the list of units concerned, their designations, and code names, as well as passwords, road signs, signals, and signs to distinguish between fellow soldiers and the enemy.

3. To memorize the facial features of all the related senior officers as well as the locations of, distances to, and routes to the units concerned, and the conditions along the routes.

4. To promptly collect, deliver, and distribute publications and postal materials.

**Article 44.** The specific duties of officers in charge of all regiment-equivalent units of the Army are defined by the PLA headquarters or by military region commanders and arms (services), or the State Commission of Science, Technology, and Industry for National Defense.

## **Chapter 4. Internal Relations**

### **Section 1. Interrelations Between Servicemen**

**Article 45.** All members of the PLA of all ranks are politically equal, and they shall maintain comradeship between them.

**Article 46.** Relations between superior and subordinate, between senior officers and junior personnel, and between servicemen of equal rank are based on their administrative positions and military ranks.

If there are subordinate relations between two posts, the one holding the higher post is the superior and senior officer to the one holding the lower post. The superior at the next higher level is one's immediate superior.

If there are no subordinate relations between two posts, the one holding the higher post is the senior officer, while the one holding the lower post is the relatively junior officer; and two officers holding posts at an equivalent level are of the same seniority. If two officers do not know about each other's post, the one with the higher rank is senior, while the one with the lower rank is junior; and two officers of equal rank are of the same seniority.

The subordinate and the junior shall obey the superior and the senior.

**Article 47.** The superior is authorized to give orders to his subordinates. Orders are usually issued level by level. In case of emergency, the superior can bypass the immediate lower level and issue orders directly to the further lower level. In such a case, the superior who has issued the orders shall notify the immediate superior of the recipient of the order.

After an order is issued, the superior shall inspect the implementation of the order in good time and promptly issue a supplementary order or a new order if it is found that circumstances have changed.

**Article 48.** The subordinate shall resolutely implement the order he has received and keep the superior informed of the implementation of the order at all times. He may make suggestions if he feels that the order does not suit actual circumstances. Before the superior changes his



mind, however, the order shall still be steadfastly implemented. If the order can no longer be implemented due to drastic changes in the situation in the course of implementation, and the subordinate has no time to or simply cannot report the case to the superior and ask for further instructions, he shall take the initiative in taking resolute action and accomplishing the mission with a high sense of responsibility, in accordance with the superior's general intention, and promptly report to the superior on his use of discretion afterward.

When receiving an order from a further higher level, the subordinate shall resolutely implement the order and, at the same time, report the case to his immediate superior. If conditions do not allow him to make a prompt report, he still shall do so as soon as possible.

**Article 49.** When servicemen belonging to different organizational systems are required to carry out a joint operation, they shall obey the leadership and direction of the responsible officer appointed by their superior.

If servicemen are out of contact with their superior during a battle, they shall make every effort to resume contact. If it is not possible for them to resume contact very soon, they shall be willing to submit themselves to the direction of the head officer of another available unit (fendui). If they cannot even get in touch with any unit (fendui), they shall organize themselves and submit to the direction of the officer of the highest position among them; and, if it is hard to find out who holds the highest post, the one who has the high military rank shall assume the commanding duty.

**Article 50.** A serviceman who is transferred out of his original organizational system to work with another unit shall submit himself to the leadership and administration of the head officer of that unit.

### **Section II. Interrelations Between Officers and Soldiers**

**Article 51.** Relations between officers and soldiers of the PLA shall be consistent with the principle of unity and equality between officers and soldiers. Officers and soldiers shall show respect and love for each other, help each other, and act in unison to accomplish all tasks.

**Article 52.** Officers shall have love toward soldiers and set a good example for them. Officers shall:

1. Exercise strict administration, patiently convince soldiers, and show concern for their progress.
2. Be familiar with the soldiers' life, take the initiative in ironing out contradictions with the soldiers, and be their close friends.
3. Respect soldiers' democratic rights and never inhibit democracy, never retaliate against those who have grievances against them, and never beat, curse, or inflict corporal punishment upon the soldiers.
4. Never accept any gifts from soldiers and never infringe upon their interests.

5. Treat every soldier equally; act impartially, fairly, and righteously; and set a good example to others.

6. Show concern for the soldiers' well-being, safety, and health; take care of the sick and the wounded; and warmly entertain soldiers' relatives visiting the barracks.

**Article 53.** Soldiers shall respect officers and obey their leadership and administration. The soldiers shall:

1. Obey orders, observe discipline, and follow instructions in all actions.
2. Be openhearted, aboveboard, loyal, and honest, and willingly tell officers what they are thinking about.
3. Sincerely accept officers' criticism, readily admit any mistake, and resolutely mend their way once committing any mistake.
4. Never offend officers to their faces, never gossip about them behind their backs, and never indulge in extreme democracy.
5. Be considerate of officers and those comrades who are in poor health and sick, and do away with absolute egalitarianism.
6. Show concern for the development of their companies, treasure collective honor, and actively assist officers in doing a good job.

### **Section III. Interrelations Between Organs**

**Article 54.** The headquarters, the political department (section), the logistics department (section), and the technical department (section) are the Army's leading organs in charge of the military, political, logistics, and technical work. They shall cooperate with each other, support each other, and work in unison, in accordance with their own functions, under the leadership of the leading officers at their own levels.

**Article 55.** There is a guiding relationship between the superior organs and those subordinate to them and between the combined arms organs and their (wartime) subordinate service arms organs.

### **Section IV. Interrelations Between Units (Fendui)**

**Article 56.** When units (fendui) that have no subordinate relations have contact because of [similar] stationing area, deployment zone, or in carrying out their tasks, they shall form fraternal relations.

Fraternal units (fendui) shall show respect for each other, unite with each other, and consult with each other to resolve any problems they are facing. In wartime they shall keep in touch to exchange updated information, actively support each other, and closely cooperate with each other.

**Article 57.** Different units (fendui) may establish a kind of relationship between the supporter and the supported

and between the temporary superior and subordinate, according to their superior's orders or directives.

The units (fendui) which have established the relationship between the supporter and the supported shall strictly implement the joint operation plan and act in unison in consideration of overall interests. The unit (fendui) undertaking the supporting mission shall actively support the other unit (fendui) and resolutely accomplish the tasks assigned; while the supported unit (fendui) shall provide updated information and actively cooperate with the supporting unit (fendui).

When a unit (fendui) is assigned to work under another unit, it becomes a temporary subordinate of that unit, and thus shall obey in all actions the leadership and direction of the leading officer of that unit.

## **Chapter 5. Etiquette**

### **Section I. Etiquette Within the Army**

**Article 58.** Servicemen shall observe etiquette which is an indication of fraternal unity and mutual respect within the Army.

**Article 59.** Servicemen's etiquette shall be observed on the following occasions:

1. A serviceman shall salute a leading officer or a superior whom he calls on or comes across (he is required to salute his immediate superior only at his first encounter with the latter during a day). The leading officer or the superior who is saluted shall return a salute.
2. Servicemen of the same rank shall salute each other when meeting with each other for official matters.
3. When indoors, a serviceman shall stand up and salute a visiting senior officer, even if the officer is not his direct superior.
4. A sentry guarding the gate of the barracks shall salute every fendui and every leading officer and superior passing through the gate, and the commanding officer of the fendui, leading officer, and superior shall return a salute.
5. Sentries shall salute each other at relief of a shift.

**Article 60.** Servicemen need not salute on the following occasions:

1. When working in a duty room, laboratory, engine room, kitchen, hospital ward, operation theater, or emergency room.
2. While operating arms, in firing position, or driving.
3. While participating in recreational activities or doing manual labor.
4. While traveling in a motor vehicle, on a train, or on board a ship or an airplane.
5. In a bathroom, a barber shop, a restaurant, or a shop.

6. On other occasions where it is not convenient to salute.

**Article 61.** Fendui shall observe etiquette on the following occasions:

1. When different fendui pass each other on the march, the commanding officers shall salute each other on behalf of their fendui; when an fendui on the march comes across a leading officer or a superior, the fendui's commanding officer shall salute on behalf of his fendui.
2. When the fendui is standing still and a senior officer arrives, the fendui commanding officer shall shout out "Attention" to the fendui, and then salute and report to the senior officer; when two or more than two senior officers are present, the fendui commanding officer shall salute and report only to the one with the higher position; when a senior officer arrives after another senior officer with an equivalent position, the word of command "Attention" shall not be shouted out, but the member with the highest position of the fendui who is present shall salute and report to the latecomer (for a sample of the report message, see Appendix 4).
3. If an fendui is not lined up, whether indoors or outdoors, upon the arrival of a senior officer, the member of the fendui with the highest position who is present or the one who sees the senior officer first shall shout out the command "Attention" (or the command "Get Up," if the soldiers are sitting), and then the one with the highest position shall salute and report to the senior officer.

**Article 62.** An fendui need not salute on the following occasions:

1. While having a meal, participating in recreational activities, and doing manual labor.
2. On shooting ranges, during military exercises, and when resting during a march.
3. While working in repair workshops, hangars (airports), dockyards (piers), garages, and artillery stores.
4. Other occasions when it is not suitable to salute.

### **Section II. Etiquette of Servicemen and Fendui Toward Non-PLA Personnel**

**Article 63.** Servicemen shall keep a civilized and polite manner when meeting with personnel of party and government organs, the public, and guests from abroad.

1. They shall salute any party and state leader they call on or come across.
2. When meeting with local party and government leading personnel, they shall salute those holding positions higher than theirs.
3. When coming across visiting guests accompanied by senior officers of the Army, they shall salute those with positions or ranks higher than theirs.

4. When meeting with guests from abroad, they shall salute those with higher positions or ranks than theirs.

**Article 64.** When an fendui comes across party and state leaders, guests from abroad accompanied by Army senior officers, or local party and government responsible comrades, etiquette shall be observed as prescribed by Article 61 of these regulations.

**Article 65.** The provisions on etiquette of Articles 60 and 62 of these regulations also apply to cases concerning non-PLA personnel.

### **Section III. Etiquette on Other Occasions**

**Article 66.** When the national anthem is played and the national flag is raised at a function, lined-up servicemen shall automatically stand at attention and salute with eyes; officers in the commanding position shall salute with the hand; as for servicemen who are not lined up, those wearing army caps shall salute with the hand, and those without cap shall salute with eyes.

**Article 67.** The etiquette for ushering in and returning the Army flag is defined by the provisions concerned of the "Regulations on Formation of the PLA of China."

**Article 68.** The etiquette to be observed on board Navy and ground force vessels is defined by the provisions of the respective ordinances and regulations.

## **Chapter 6. Servicemen's Appearance and Army Discipline**

### **Section I. Dress**

**Article 69.** A serviceman shall dress as required and maintain a dignified appearance. He shall observe the following stipulations when donning military uniform:

1. Hat insignia, epaulet, service (special technical branch) insignia, and collar insignia shall be worn as stipulated (see Appendix 7).

2. The front edge of the peak of the broad-brim hat [da yan mao 1129 2908 1604] or combat-and-training hat [zuo xun mao 0155 6064 1604] worn by an enlisted man shall be level with his eyebrows, and the broad-brim hat or combat-and-training hat worn by an enlisted woman shall be tilted a little backward. The lower edge of the crown of the flannelette (leather) hat worn by an enlisted man shall be one finger (about 1.5 cm) above the eyebrows and, for an enlisted woman, shall be three fingers (about 4.5 cm) above the eyebrows. A garrison cap [wu yan ruan mao 2477 2908 6316 1604] shall be a little tilted backward; a Navy hat shall be tilted to the right, and the lower edge of the crown shall be one finger above the right eyebrow and two fingers above the left eyebrow. The decoration bands [shi dai 7395 1601] of the broad-brim hat shall be fastened close to each other and kept horizontal; the wind cord [feng dai 7364 1601] of the broad-brim hat, when not in use, shall be pulled tight and kept horizontal; and the adjusting cord [song

jin dai 2646 4868 1601] of a broad-brim hat or a Navy hat, when not in use, shall be hidden. Casual headgear is prohibited.

3. The collar shall be fastened, the blouse shall be buttoned up, and nobody is allowed to throw on a blouse, wear a blouse or a shirt unbuttoned, or roll up sleeves or trouser legs. Winter and summer clothes, as well as woolen and cotton fabric clothes, shall not be mixed together. The lower hem of the underclothes shall be hidden. An officer, when wearing formal attire or summer uniform, shall put on a uniform shirt beneath the formal attire or the summer uniform and wear a uniform tie. A serviceman, when putting on a summer uniform, shall wear a uniform shirt beneath it. The combat-and-training suit [zuo xun fu 0155 6064 2591] (working suit) shall be worn only during battle and training, at construction sites, and when doing manual labor.

4. A serviceman wearing a military uniform shall not put on any additional informal dress to cover the uniform, nor shall he wear any apron.

5. A serviceman shall usually wear uniform shoes. For casual shoes (including sandals), only those of the black, grey, or brown colors are allowed (enlisted women can wear sandals of bright colors). For enlisted men, the shoe heel shall be less than 3 cm; for enlisted women, less than 4 cm. No flip-flops are allowed except when it is necessary because of work.

6. For Army units stationed in urban areas, the timing for seasonal rotation of uniforms and the requirements for dress shall be stipulated in a unified way by the leading organ in charge of routine affairs of the garrison command or the organ in charge of maintenance of servicemen's appearance, bearing, and Army discipline designated by the military region; for other army units, the timing and requirements shall be stipulated by the leading officer of an Army unit at or above the division level.

7. Dress for a function, military review, or dress parade, or a ceremony relating to foreign affairs shall be stipulated by the organ in charge (organizer).

8. When performing duties, drilling, participating in a military review or dress parade, or carrying weapons or combat outfit, a serviceman shall wear a belt. He may wear no belt on other occasions. Other special cases in which a belt is needed shall be stipulated by the leading officer of a unit at or above the regimental level.

**Article 70.** Units (fendui) undertaking construction, production, barrack building, and other tasks, and servicemen working in enterprises and service units shall wear working clothes or informal dresses while working.

**Article 71.** Military officers, noncommissioned officers, and military institute students who are on a business trip; enlisted women who are pregnant; and supply officers who are on a purchase trip shall wear informal



dress. Soldiers on home visit may wear informal dress. Military officers who go to work and leave for home by bus or bicycle may wear informal dress on their way.

**Article 72.** No serviceman is allowed to sell his military uniforms and adornment, to make any change in them without permission, or to lend them to any non-servicemen. Every serviceman, when demobilized, shall return all his hat insignia, epaulet, service (special technical branch) insignia, and collar insignia.

### ***Section II. Appearance and Bearing***

**Article 73.** Servicemen and servicewomen shall keep their hair tidy. Enlisted men are not allowed to wear long hair and grow big side whiskers, mustache, and beard; their hair shall be covered by their hats; and the thickness of the sideburns shall be less than 1.5 cm. Enlisted women are allowed to wear their hair in braids, but not so long as to touch the shoulders, and they are not allowed to have their hair permed. Leading officers at or above the division level may designate one or several hair styles (selected from among the hair styles illustrated in Appendix 10) for their subordinates.

**Article 74.** No enlisted man or woman in military uniform is allowed to wear earrings, necklace, collar ornament, finger ring, and other ornaments; to use makeup, and to paint their fingernails. Colored eyeglasses are not allowed except when they are necessary for eye protection because of work and eye diseases. No enlisted man or woman is allowed to have his or her skin tattooed.

**Article 75.** Servicemen shall only wear decorations, medals, and badges issued by the state and the Army, and badges issued by military institutes. No other badges are allowed.

### ***Section III. Form of Address and Manner***

**Article 76.** Servicemen shall address each other by their position titles, or their position titles plus their family names, or Comrade plus their position titles, or Comrade plus their names. A senior officer or a superior may address his subordinates or his colleagues at the same level by their names or Comrade plus their names. In a public place or when he does not know the name of the one he meets, a serviceman can address that person by Comrade plus his military rank or simply call him Comrade.

**Article 77.** When hearing a senior officer or a superior calling him, a serviceman shall immediately reply: "Yes!" After receiving a verbal order or instruction from a senior officer, a serviceman shall reply "Yes, sir!"

**Article 78.** A serviceman, before entering the office of a senior officer, shall cry out "Reporting" or knock on the door; he shall knock on the door when he wants to enter the room of a colleague of the same rank or other personnel, and shall not step in until permission is given.

**Article 79.** Servicemen shall take off their hats when indoors. If it is not suitable for them to bare their heads, the highest leading officer present shall make a provisional instruction.

**Article 80.** A serviceman shall carry himself with dignity, brace up, and maintain good manners. He is not allowed to fold his arms, cross his arms behind his back, or put his hands in the coat pockets. He is not allowed to smoke or eat when walking, to fan himself, or to walk with an arm around another's shoulder or waist.

**Article 81.** Servicemen shall observe public order and traffic regulations outside the barracks, and they shall respect social moral standards and take the initiative in safeguarding the Army's reputation. They are not allowed to gather together at street corners, laugh and play at public places, and carry contraband. When boarding buses, trains, ships, and airplanes, they shall observe order and are not allowed to contend for seats. When on board a bus or a tram, they shall offer their seats to any senior officers, superiors, senior citizens, children, pregnant women, or wounded, sick, or disabled persons they see.

**Article 82.** Servicemen are not allowed to participate in any locally organized dancing parties without approval from the authorities, or to indulge in excessive drinking, gambling, and superstitious activities.

**Article 83.** Servicemen participating in any function or soiree shall arrive on time, enter the venue in order, and take seats as assigned. They shall not arrive late or leave early, and shall leave the venue in order when the function or soiree is over.

**Article 84.** Art performers acting as PLA officers or soldiers shall strictly implement all regulations on servicemen's appearance, bearing, and Army discipline so as to preserve the servicemen's image.

**Article 85.** Nobody is allowed to wear military uniform when setting up stalls or peddling in streets, or to put up servicemen's names and portraits in commercial advertisements.

### ***Section IV. Inspection of Servicemen's Appearance and Bearing and Army Discipline***

**Article 86.** The inspection of servicemen's appearance, bearing, and Army discipline for units stationed in urban areas is undertaken by the garrison leading organ in charge of routine operation or by the unit designated by the military region. Units at and above the regimental (independent battalion) level shall carry out inspection of servicemen's appearance, bearing, and Army discipline within and around the barracks.

**Article 87.** PLA units (fendui) shall establish a system for inspection of servicemen's appearance, bearing, and Army discipline. Platoons and squads shall carry out daily inspections (that is, morning inspection), companies shall carry out weekly inspections, battalions shall carry out semimonthly inspections, and regiments shall



carry out monthly inspections. Servicemen passing through the gate of the barracks shall undergo inspection by barracks guards in terms of appearance, bearing, and discipline.

**Article 88.** Barracks guards and appearance, bearing, and discipline inspectors shall instruct anyone who is found violating the regulations on servicemen's appearance, bearing, and Army discipline to immediately correct his mistake. Servicemen who refuse to obey the instruction of barracks guards and inspectors or seriously violate the regulations shall be criticized and shall be arrested when it is necessary, pending severe penalty to be meted to them by the responsible people of their own units who will come to take them back.

**Article 89.** The General Staff Headquarters can draw up specific rules and regulations governing servicemen's appearance, bearing, and Army discipline, in accordance with the regulations of this chapter.

## **Chapter 7. Daily Schedule**

### **Section I. Daily Timetable**

**Article 90.** A working day's timetable shall include eight hours' work (drilling) and eight hours' sleep, and the schedule for getting up, morning exercises, morning toilet, morning inspection, mess time, extracurricular activities, and evening roll call shall be fixed. No routine schedule is observed on Sundays and holidays.

**Article 91.** The daily timetable shall be worked out by the leading organ of a division or a unit at a higher level (or by a regiment if the unit is separately stationed) according to these regulations and in light of seasonal conditions, the unit's missions, and the local environment. If several units belonging to different organizational systems are stationed in the same place, the daily timetable shall be drawn up in a unified way by the local garrison command's leading organ in charge of routine operation. If the local garrison command does not have a leading organ in charge of routine operation, the highest local military organ is to work out the daily timetable.

### **Section II. The Company's Everyday Operation**

#### **Article 92. Getting Up**

When hearing reveille, all the company shall immediately get up (the soldier on duty shall get up 10 minutes earlier), dress as required, and quickly get ready for the morning drill.

All types of persons on duty shall conscientiously perform their duties as stipulated; medical orderlies shall check out whether there are any sick people, and make arrangements accordingly.

If the lights-out time is delayed for more than an hour because of a get-together, the leading officer of a unit (fendui) may order a postponement of the getting up time for the next day.

#### **Article 93. Morning Drill**

The morning drill usually lasts 30 minutes. All members of the company except those who are undertaking official missions, who are on duty, and who are having a complete rest for illness or injury, shall attend the morning drill. Those who are having semi-rest because of illness or injury shall be present at the morning drill but are allowed to stand by.

When hearing the morning drill call, all platoons and squads shall immediately muster, check out their outfits and weapons, carry them, march on the double to the assembly ground, and report to the company's duty officer. The duty officer shall line up the platoons and squads, check the number of persons, and report to the company's leading officer. Then the company's leading officer or the company's duty officer shall lead the company to drill.

The morning drill is composed mainly of formation drill. It may also include some physical training.

A battalion holds a joint drill each month, and a regiment (brigade) holds a joint drill each quarter.

#### **Article 94. Routine Affairs and Toilet**

After the morning drill, not more than 30 minutes is allowed for routine affairs, indoor and outdoor cleaning, and toilet. The person on duty in the squad shall assist in inspecting the squad's routine cleaning work, while the company's duty officer shall inspect the routine cleaning work of the whole company.

The company's leading officer shall do a general inspection of routine cleaning work of the company every week.

#### **Article 95. Morning Inspection**

The morning inspection, which is to take not more than 10 minutes, shall be carried out after the routine affairs and toilet are done. The morning inspection includes such items as dress, personal appearance, and hygiene.

The morning inspection is usually carried out squad by squad with all the soldiers lined up. The inspection shall be done by platoon or squad leader. Any inappropriateness found shall be redressed.

#### **Article 96. The Mess (Breakfast, Lunch, and Supper)**

The mess shall be served punctually and shall not last longer than 30 minutes each time.

Upon hearing the mess call, squads, platoons, or even a whole company shall line up in front of the canteen, and the company's duty officer shall maintain good order. After the squad duty persons have shared out the meal, soldiers shall enter the canteen in the order as called by the company's duty officer.

Soldiers shall keep quiet while having the meal and leave the canteen separately after having finished their meal.

**Article 97. Military Drill**

Every serviceman shall make preparations before attending a military drill. Upon hearing the military drill call, the company (platoon, squad) shall rapidly muster; the number of soldiers shall be counted; outfit, weapons, and other equipment shall be checked out and be carried to the classrooms (training field, drill ground).

During a military drill, servicemen shall work as meticulously as required, conscientiously listen to lectures, operate weapons and equipment accurately, observe classroom (training field, drill ground) discipline, and take every precaution against accidents.

A break (usually lasting for 10 minutes when it is an indoor drill or for a varying duration when it is a field drill or range practice, depending on the actual situation) will start as the company's duty officer sounds the break call. A drill resumption call shall be sounded when the break is over.

After the drill, outfit and weapons shall be checked, the drilling place cleaned up, the soldiers lined up, and an assessment of the drill shall be made.

On the way to the drilling place and back to the barracks, the procession shall be kept in good order, and army songs shall be sung loud and clear.

**Article 98. Noontime Snooze (Noon Break)**

Having heard the noontime snooze call, all personnel except those on duty shall lie in bed and have a nap. Everybody shall keep quiet and is not allowed to do any other things. The company's duty officer shall make an inspection to make sure everybody is having a nap. As for noon break, the soldiers may spend their time freely but shall not leave the barracks without permission.

**Article 99. Extracurricular Activities**

Two to three periods per week shall be allowed for extracurricular activities at the soldiers' disposal. The soldiers are not allowed to leave the barracks without permission during these periods. Other extracurricular activities shall be arranged by the company leadership.

**Article 100. Evening Roll Call**

The company usually calls the roll every day. Roll call is mandatory on Sundays and holidays. Evening roll call is usually conducted company by company (or sometimes platoon by platoon) before bedtime. During an evening roll call, which shall not last more than 15 minutes, all personnel shall line up outdoors. The procedures for an evening roll call shall include head count, routine report, announcement on tasks for the next day, or relay of orders and instructions. The leading officers of the company shall work out the procedures through consultation before the evening roll call, and appoint one among them to execute the procedures.

Upon hearing the bugle for the evening roll call, the company's duty officer shall promptly muster all the company, have the soldiers lined up, count heads, and report to the company's leading officer.

The roll call may go through the whole roll book or be conducted only in some platoons (squads).

If the roll call is conducted platoon by platoon, the company's leading officer and duty officer shall supervise and inspect the execution of the procedures.

**Article 101. Bedtime**

The company's duty officer shall sound the ready-for-sleep call 10 minutes before taps and urge all personnel to be prepared for sleep. Everybody shall properly replace their clothes and personal belonging before going to bed and turn off all lights and keep quiet as soon as they hear the taps.

**Article 102.** On Sundays, the soldiers may get up 30 minutes later than they usually do on weekdays. After getting up, they shall complete some routine affairs and cleaning work. They are to spend the time between breakfast and lunch on personal hygiene and other personal affairs. Three meals shall be served on Sunday.

**Article 103.** The daily timetable for students in military institutes, units (fendui) undertaking construction, production, and barracks building projects, fendui carrying out other missions outside the barracks, and the staff of small organizations directly subordinate to the unit headquarters may be drawn up in light of Article 92 through Article 102 of these regulations.

**Section III. The Army Organ's Everyday Operation**

**Article 104.** Army organs at all levels shall develop a regular everyday operation and work order.

**Article 105. Getting Up**

When hearing reveille, all staff members shall get up immediately. If the lights-off time is delayed for more than an hour because of work, study, meeting, or other reasons, the immediate superior may order a postponement of the getting up time for the next day.

**Article 106. Morning Exercises**

Morning exercises which are to be done after getting up usually lasts 30 minutes. Morning exercises may include formation drill or physical exercises.

**Article 107. The Mess (Breakfast, Lunch, and Supper)**

The meal shall be served on time, and those having their meal at the canteen shall keep good order.

**Article 108. Office Hours**

All staff members shall observe the office working schedule, report for duty on time, and shall not arrive

late and leave early. Those who fail to follow the office working schedule because of illness or other reasons shall ask for leave.

The office shall be kept silent during office hours, and nobody is allowed to make a racket, chat, handle private businesses, or meet with visitors for personal affairs in the office.

Staff members shall observe security regulations, all documents and files shall be replaced in an orderly manner, classified documents and files shall be kept properly according to the security rules.

Office equipment and stationery shall be neatly arranged. Graphs and charts shall be put up appropriately, and the office shall be kept clean and tidy.

There are two breaks during office hours, one in the morning and the other the afternoon, each lasting 15 to 20 minutes. Staff members may do simple exercises or take a walk outdoors during the break.

#### **Article 109. Noontime Snooze (Noon Break)**

Everybody shall lie down to have a nap and keep quiet during a noontime snooze. The noon break is at one's disposal, but nobody shall disturb others during the break.

#### **Article 110. Spare-Time Activities**

Except for necessary collective activities, the spare time between supper and bedtime is usually at one's disposal. Those who need to go out shall ask for leave as required.

#### **Article 111. Bedtime**

Everybody shall go to bed as scheduled. Those who fail to do so for some reason shall keep quiet and shall not disturb others in sleep.

**Article 112.** The daily timetable for administrative organs of military institutes shall be drawn up in light of Article 104 through Article 111 of these regulations.

### **Chapter 8. Routine Systems**

#### **Section I. Meetings, Reports**

**Article 113.** Preparations shall be made before meetings. Meetings should be short and be conducted in an efficient way, and speeches at meetings should be concise and brief.

#### **Article 114. Routine Administrative Meetings for a Company**

1. The routine squad meeting is held once a week, presided over by the squad leader. The routine meeting shall be held after supper on Sunday evening, usually lasting not more than an hour, mainly to review the squad's work in the previous week.

2. The routine platoon meeting is held once or twice a month, presided over by the platoon leader. All squad

leaders and deputy squad leaders shall attend the meeting to discuss the platoon's affairs.

3. The routine company meeting is held at least once a month, presided over by the company commander. All squad leaders and other senior officers shall attend the company meeting. The meeting usually reviews the progress the company has made in accomplishing missions and in conducting military training, political education, administration, and ideological and political work, sums up experience, evaluates the performance of all squads and platoons, and assigns tasks for the next month.

4. The company congress is held once a month or after each stage of work. All servicemen of the company shall attend the company congress presided over by the company's leading officer. In general, during the congress the company's leading officer or the servicemen's committee shall deliver a work report, relay instructions, and assign tasks. The meeting shall be held in a democratic atmosphere with a view to soliciting criticism and suggestions on the company's operation from the soldiers.

#### **Article 115. Administrative Meeting of the Battalion and Regiment (Brigade)**

The administrative meeting of the battalion and regiment (brigade) shall be held when necessary. The meeting shall be presided over by the leading officers of the battalion and regiment (brigade) respectively. Those attending the meeting shall usually include officers at and above the company level for the battalion's administrative meeting and officers at and above the battalion level for the regiment (brigade) administrative meeting, depending on the meeting agenda.

#### **Article 116. Reports**

Reports shall be made verbally from a level to another level upward or it may bypass the immediate higher level when necessary. Reports must be up-to-date, accurate, and concise.

A company shall report its work to the battalion every day, while the battalion shall report its work to the regiment (brigade) every day. When an accident or a special case occurs, it shall be reported immediately. When an important mission is carried out, reports shall be made in good time on the progress made.

Personnel who are sent out on business trips for a relatively long period shall regularly report their ideological state and work to the leading people of the units they belong to and immediately report any major cases.

#### **Section II. Application for Leave and Report for Duty After Leave**

**Article 117.** A serviceman who plans to leave the barracks shall apply for leave to the authorities at the appropriate level and report back on time afterward. Nobody is allowed to leave the barracks without



approval. While on duty or in the drill (work) period, nobody is allowed to take leave except for special reasons.

**Article 118.** For a leave of not more than one day (not far away from the barrack and not staying out of the barracks overnight), the application lodged by a soldier shall be approved by a leading officer at the company level or the equivalent level, while the application lodged by an officer shall be approved by his immediate superior.

The number of people on leave shall be kept under strict control. The proportion of people on leave to those staying in the barracks on Sundays and holidays usually shall not exceed five percent for those units on combat alert and those guarding the border and the coastline; and not exceed 10 percent for those units stationed in the hinterland. The specific implementation procedures shall be worked out by leading officers at and above the division level according to their units' tasks and local circumstances.

Before a soldier leaves the barracks, he shall see the company's duty officer, who will carry out a discipline inspection, remind him of some points for attention and issue him a leave permission document (see Appendix 9). When he returns, he shall report back to the company's duty officer and turn over the leave permission document. The company's duty officer shall notify the company's leading officer of the return of the soldier.

If unmarried officers and soldiers whose homes are located near the barracks take home leave on Sundays or holidays for some special reasons, they shall return to the barracks by suppertime of that day. Home leave they take on other days of the year shall be deducted from their annual home leave quota.

**Article 119.** An application for a leave of more than one day shall follow the following procedures:

1. Leave may be granted on a rotational basis to officers and soldiers who are entitled to have home leave, according to the missions of the unit, the attendance, and the state of work. Applications for leave lodged by officers at and above the regiment level shall be approved by their immediate superiors, and applications for leave lodged by officers at and below the battalion level shall be approved by leading officers at the regiment (brigade) level or at an equivalent level; applications for leave lodged by officers of unit commands or military institutes shall be approved by their immediate superior; and applications for leave lodged by soldiers shall be approved by leading officers at the battalion level or at an equivalent level, and be reported to the regiment (brigade) organ for the record.

2. In general, an officer or soldier who has taken a home-visit leave or had vacation according to the regulations is entitled to no more leave; if he still needs to apply for a leave for a special reason, his application shall be approved by the leading officer of the regiment

(brigade) or a leading officer at the equivalent level if he is a soldier or an officer at the battalion level or below; or his application shall be approved by his immediate superior and report to the leading officer at a still higher level for the record if he is an officer at the regimental level or above; or his application shall be approved by the leading officer of the military institute if he is a military institute student. Such leave shall not be longer than 10 days (excluding the time spent traveling to and from the camp).

3. Before a serviceman takes a leave, his immediate superior shall remind him of all points for attention that he will have to bear in mind during his stay outside and the deadline by which he shall return. When the one taking leave returns, he shall report back to his immediate superior and brief the latter on his activities while staying outside.

**Article 120.** If a serviceman taking leave needs to extend his leave for special reasons, he is allowed to do so only after his application for extension of leave is approved. Anyone who takes a leave longer than what he is granted and fails to return by the deadline without prior approval is liable to disciplinary action.

**Article 121.** Wounded or sick servicemen shall be granted a complete rest or semi-rest leave according to their health condition as suggested by the medical personnel.

**Article 122.** When the state issues a mobilization order or the Army announces emergency combat readiness, all servicemen on leave or on vacation shall return to the barracks immediately.

### **Section III. Procedures for Transferring Responsibility**

**Article 123.** When a serviceman is transferred to another post, is demobilized, or is retiring, he shall hand over the work he is in charge of, all the documents, books, and reference materials that are required to be handed over; as well as all the weapons, ammunition, equipment, tools, and other items that are at his disposal. The handing over procedures shall be completed in a month.

Before transferring responsibility, his immediate superior shall appoint someone to take over. When transferring responsibility, both sides shall be present to take stock. The transferring procedures may be presided over by a leading officer if necessary. After transferring responsibility, both sides shall sign the transfer record book (form).

**Article 124.** When a unit (fendui) is separated from the original organization system, transferred to a new place for garrison duty, or is disbanded because of any change in the organizational system, it shall go through the procedures for transferring responsibility as instructed by its superior.

The transferring procedures usually proceed under the supervision of the superior organ, and both the handing over and taking over parties shall jointly prepare a



transfer of responsibility report and submit it to the superior organ, together with the transfer record book (form).

Both parties shall conscientiously and responsibly fulfill the transferring procedures, and take precautionary measures to prevent loss of supplies and funds, damage, illegal sharing, and selling of public properties, graft, larceny, and other malpractices.

**Article 125.** A serviceman who is temporarily separated from his post on a business trip or home visit shall transfer the work he is in charge of, the documents concerned, and the weapons at his disposal to the person who acts for him during his absence.

#### **Section IV. Reception of Visitors**

##### **Article 126. Reception of Visitors**

1. The identity documents of every visitor shall be checked, his identity verified, and the purpose of his visit clarified. Registration procedures shall be completed for every visitor, warm reception accorded to him, and all the questions or cases raised by him shall be conscientiously attended to.

2. Usually, during drilling (working) hours, no visitor shall be entertained for personal affairs; in special cases, a visitor can be entertained during these hours if it is approved by the immediate superior.

3. When entertaining a visitor, a serviceman shall strictly hide the army's secrets, and shall not let the visitor stay in the barracks overnight without prior approval.

4. Servicemen's reception of returned Overseas Chinese and foreigners is subject to regulations enacted by the General Staff Headquarters and the General Political Department.

##### **Article 127. Reception of Servicemen's Family Members Paying an Unexpected Visit**

1. Servicemen shall advise their family members not to visit them in their barracks during their period of enlistment. If any member of a serviceman's family arrives because of special reasons, officers of the company shall arrange for the serviceman to meet with the visitor, and shall brief the latter on the serviceman's life in the barracks. When the visitor leaves, the serviceman shall be allowed to see him off at the nearest bus station or pier.

2. The duration of the stay for servicemen's family members visiting the barracks: The duration of stay for directly related family members of servicemen shall not be longer than 15 days; the duration of stay for directly related family members of servicemen on extended service terms shall not be longer than 20 days (the duration of stay for the spouse of a serviceman on extended service is subject to the relevant state regulations); and the duration of stay for directly related family members of noncommissioned officers and other military officers

generally shall not be longer than 30 days. If a directly related family member of an officer who is visiting the barracks needs to extend the duration of his stay for special reasons, the application for extension shall be lodged to a leading officer at the regimental level or above; if a directly related family member of a soldier who is visiting the barracks need to extend his duration of stay, the application shall be lodged with a leading officer at the battalion level or an equivalent level for approval.

3. Indirectly related family members of servicemen generally are not allowed to stay in the barracks overnight. If a visitor needs to stay in the barracks overnight for a special reason, for a soldier, prior approval shall be obtained from the battalion leading officer; for an officer, prior approval shall be obtained from his immediate superior.

#### **Section V. Bed Check and Sentry Inspection**

**Article 128.** The company shall assign officers to carry out at least two rounds of bed check and sentry inspection, one of which shall be made at midnight. For units carrying out combat missions or guarding border or coastal lines, or in case of special needs, the frequency of bed check and sentry inspection shall be increased accordingly.

Battalion leading officers shall carry out bed check and sentry inspection in person at least once a week, and regiment (brigade) leading officers shall carry out bed check and sentry inspection in person at least once every half month, and they shall also irregularly inspect the implementation of the bed check and sentry inspection system by companies, and evaluate the situation in due time.

**Article 129.** The content of bed check and sentry inspection shall include:

1. The performance of personnel on duty and the condition of sleep.
2. Whether the location of weapons, clothing, and outfits is in keeping with the requirements for combat readiness.
3. Whether the heating facilities meet the requirements for fire and gas poisoning prevention.
4. Whether guards and sentries are properly performing their duties and correctly using passwords.
5. The security condition at important positions (targets).

**Article 130.** When carrying out bed checks, the officer shall move around very softly so as not to wake the soldiers. Shock tactics are strictly forbidden for sentry inspection. Every problem discovered in bed check and sentry inspection shall be promptly handled and corrected. Every round of bed check and sentry inspection shall be placed on record.

### **Section VI. Officers Staying in Barracks Overnight**

**Article 131.** Officers who are on duty in the company shall stay in the barracks overnight. A company officer can return to his lodging and stay there overnight when his spouse visits him in the barracks as prescribed by the regulations. For those officers whose spouses live near the barracks, they can go home in rotation and stay at home overnight twice a week (on weekdays, they can leave the barracks after supper and return before breakfast time the next day; on weekends, they can leave after supper and return before evening roll call the next day), providing that there are not fewer than 50 percent of the officers, including at least one at the company level, staying in the barracks.

**Article 132.** The regulations on staying home overnight for pilots and military officers serving on board Navy vessels and ships of the ground forces are to be worked out by the leading officers of the Air Force, the Navy, and military regions.

### **Section VII. General Inspection**

**Article 133.** The general inspection is an overall examination of the Army units' establishment, combat strength, combat readiness, and security condition. Regiments (brigades) and units equivalent to regiments (brigades) shall undergo general inspection once or twice a year, and units at and above the division level may carry out general inspection according to their circumstances.

**Article 134.** The content of general inspection shall include:

1. How well a unit keeps its size in line with the establishment.
2. The quantity, quality, storage, and maintenance of equipment and other materials.
3. The health and hygiene conditions of the personnel.
4. The unit's equipment and material carrying capacity.
5. Personal belongings.

**Article 135.** The Organization and Procedures of the General Inspection

1. The general inspection is usually carried out under the direction of the unit's leading officer or under the direction of the superior and organ at the higher level. The general inspection of a regiment (brigade) shall be directly carried out by some general inspection groups set up by the regimental (brigade) command in a unified way, or be carried out by battalions or companies under the supervision of these general inspection groups, under the direction of the leading officer of the regiment (brigade).

2. A drive shall be launched before the general inspection, with a view to preparing officers and soldiers for

the general inspection; the specific items to be investigated in the general inspection, the scope of the general inspection, and the rules and disciplinary regulations that are to be observed shall be announced, and all personnel are required to fill in different types of registration booklets (forms).

3. When an fendui receives the signal for general inspection, its members shall muster at a designated place, carrying their outfits and other items along with them as required by the regulations. The general inspection begins after the leading officer directing the general inspection issues the order for general inspection and announces the procedures and requirements for general inspection. Usually an inspection of the personnel and the outfits and items they are carrying is conducted first; this will be followed by an inspection of equipment and items which are in use or in the warehouse, and an inspection of large military installations.

4. After the general inspection, the leading officer directing the general inspection shall call an officers' meeting or a meeting of all the servicemen to evaluate the findings of the general inspection. The unit command shall submit a written general inspection report to the superior.

**Article 136.** Problems discovered in the general inspection shall be thoroughly investigated and properly handled. Privately owned ammunition, pornographic items, and other contraband that are ferreted out during the general inspection shall be confiscated, and those who keep these things shall be criticized or receive penalties depending on the seriousness of their cases.

### **Section VIII. Credentials and Seals Control**

**Article 137.** Identification documents, such as officers' identity cards, nonmilitary cadres' identity cards, soldiers' identity cards, servicemen's passes, and leave permission documents, shall be printed and issued by the competent department in a unified way. Reproduction, forgery, and alteration of such documents are strictly prohibited. The specific regulations concerning the control and use of these documents shall be drawn up by the document printing and issuing organ.

**Article 138.** Identification documents shall be carried on one's person and kept properly. Lending of these documents is strictly prohibited, and every effort shall be made to prevent loss and damage of the documents. Loss of any identification document shall be reported to the document printing and issuing organ without delay.

**Article 139.** The engraving of seals is subject to approval by the competent department strictly according to the regulations concerned. All seals shall be engraved by a designated department, and the engraving of public seals without approval is strictly prohibited. Someone shall be assigned to keep the seals. Strict approval and registration procedures shall be completed on use of seals. No one shall be allowed to use public seals to seek personal interests.

**Article 140.** Loss of seals shall be reported to the superior without delay, thorough investigation shall be conducted, and all departments concerned shall be notified of the loss. A void seal which is to be declared void with approval shall be destroyed immediately and the voidance shall be put on record.

#### **Section IX. Secrecy**

**Article 141.** Servicemen shall abide by the state's secrecy laws and regulations, implement the Security Regulations for the PLA of China, strictly observe security discipline, and keep military secrets.

**Article 142.** Servicemen shall observe the following security principles:

1. Never talk of any secrets that should not be talked of.
2. Never ask about any secrets that should not be known.
3. Never see any secrets that should not be seen.
4. Never mention in personal letters any secrets.
5. Never write down any secrets in an unclassified record book.
6. Never talk about any secrets in an inappropriate and unsafe place.
7. Never record, reproduce, take pictures of, jot down, or keep classified materials without approval.
8. Never disclose any secrets to an outsider.
9. Never handle classified items through public telephones, plain code telegraph, and ordinary post offices.
10. Never carry any containers of classified material on one's person when visiting public places or calling on relatives and friends.

**Article 143.** Containers for military secrets shall be kept by specially assigned persons, and all the approval, inspection, registration, and signing procedures shall be strictly observed. In activities involving foreigners, meetings, and propaganda activities, the secrecy system shall be strictly observed, and no military secrets shall be disclosed.

**Article 144.** PLA units shall carry out education in security and security checks according to their working circumstances, promptly report and seriously handle any problems discovered.

### **Chapter 9. Shift Duty**

#### **Section I. Shift Duty System**

**Article 145.** In order to safeguard the continuity of command of the Army, to ensure constant readiness of

the Army, and to maintain the Army's interior order and security, the Army shall establish a strict shift duty system.

1. Units and military institutes at and above the battalion and regimental level shall establish a shift duty system for leading officers.
2. Organs at and above the regimental level shall establish an organ shift duty system.
3. Companies shall establish a shift duty system and daily duty roster system.
4. Garages, artillery stores, machinery workshops, parking aprons, engine rooms, warehouses, stables, and kitchens shall establish specialized shift duty and daily duty roster systems.
5. Vessels of the Navy and ships of the ground forces shall establish daily duty roster and shift duty systems.
6. Army units shall establish a fendui shift duty system.

**Article 146.** The duty fendui shall be dispatched by a unit at and above the regimental level or by a battalion which is separately stationed, in accordance with the superior's directive; and the combat strength and ordnance quantity shall be fixed according to actual needs. The duty fendui is under the duty leading officer's command. It shall be familiar with the line of operation and shall maintain combat readiness. When carrying out training and other missions, the duty fendui shall not be far from its barracks, so as to ensure that it can go into action as soon as an order is received.

#### **Section II. General Responsibilities of Personnel on Duty**

##### **Article 147. Duty Leading Officer**

Leading officers of a unit are to act as the duty leading officer of their unit in rotation. The duty leading officer, subject to the duty leading officer at the next higher level, shall generally undertake the following duties:

1. To be well informed of the enemy's situation and his own unit's (fendui's) combat readiness, and to supervise and urge the unit (fendui) to maintain the combat readiness required.
2. To supervise and inspect the commanding and telecommunication system, see that it is in the required state, and thus ensure continuity of command.
3. To command his unit (fendui) to repulse any surprise attack launched by the enemy and to deal with any other accidents.
4. To maintain order within the unit (fendui) and supervise routine military affairs.
5. To receive orders and instructions from the superior and messages and reports from the subordinates, and promptly attend to them.
6. To monitor the performance of subordinate duty personnel in carrying out their duties.



**Article 148. Army Organ's Duty Officer**

The command, political section (department), the logistics section (department), and the technical section (department) of a unit at the regimental level or above shall establish an organ shift duty system to take care of war preparations and everyday operation.

As far as the regiment command shift duty, or regiment shift duty, is concerned, usually section chiefs and staff officers of the command, or staff officers of the command appointed by the regiment's leading officer, act as the duty officers in rotation. The duty officers are under the leadership of the regiment's duty leading officer. Their general duties are as follows:

1. To be well informed of the leading officer's whereabouts, as well as the locations and activities of the duty fendui and their units (fendui).
2. To be well informed of the enemy's situation and the local circumstances, to check the working condition of the alarm system (equipment), and to promptly and accurately receive the warning sent in by the superior.
3. To send out alarms as per the leading officer's instruction or the regulations, and to see that the unit (fendui) acts according to the regulations.
4. To receive orders and instructions from the superior and messages and reports from subordinates, and to report to the duty leading officer without delay.
5. To promptly relay the leading officer's orders and instructions to the unit and the personnel concerned, and to check the implementation of these orders and instructions.
6. To see that the members of the unit observe the safety regulations, to comprehensively report to the duty leading officer and the immediate superior duty officer on the daily activities of the unit, and to report any important cases at any time.
7. To receive personnel visiting the unit for official affairs.

The organization and responsibilities of the shift duty for the regiment's political section, logistics section, technical section, and organs and specialized departments at and above the division level are to be defined by the respective regulations concerned; or, where no regulations apply, be defined by the leading officers of the General Headquarters, military regions, service (arm) commands, and the State Commission of Science, Technology, and Industry for National Defense.

**Article 149. The Company Duty Officer**

The platoon leaders (fendui leaders, district leaders) are to act as the company duty officers in rotation, subject to the leadership of the company's leading officer. Their general duties are as follows:

1. To be well informed of the activities of all the members of the company and the surroundings.
2. To urge all the company to maintain combat readiness as required.
3. To receive and send out alarms as per the regulations, and to supervise the implementation of combat preparations.
4. To maintain discipline and order within the company.
5. To assign tasks according to the instructions of the company's leading officer.
6. To check those who take a short leave upon their leaving and returning to the camp.
7. To check the security condition of the company and to promptly handle accident cases.
8. To line up the company, count heads, and lead the ranks during muster.

**Article 150. The Company Daily Duty Person**

When a whole company is stationed closely in a place, company daily duty persons shall be appointed. The soldiers are put on a roster to act as company daily duty persons, subject to the leadership of the company duty officer. Their general duties are as follows:

1. To guard barracks, barracks properties, and equipment.
2. To maintain indoor and outdoor sanitation.
3. To maintain an appropriate standard of appearance, bearing, and discipline among the soldiers.
4. To entertain visitors and carry out registration procedures.

**Article 151. Specialized Duty Officer and Daily Duty Person**

The assignment and duties of specialized duty officers (daily duty persons): The assignment and duties of duty officers for garages, artillery stores, and machinery workshops are defined by Article 173 of these regulations; the assignment and duties of kitchen duty officers are defined by Article 176 of these regulations; the assignment and duties of all kinds of specialized duty officers and persons for parking aprons, warehouses, and medical departments are defined by the respective specialized rules and regulations concerned.

**Article 152.** The organization of shift duty and the responsibilities of duty officers and persons on board vessels of the Navy and ships of the ground forces are defined by the Regulations for Vessels of the Navy and the Regulations for Ships of the Ground Forces.

**Article 153.** Each and every person on duty shall stand fast at his post, conscientiously perform his duties, and fill in the duty record. If a person on duty leaves his post for certain reasons, he shall have another person take his place and shall notify the superior duty officer or leading officer of where he is going and when he is to leave.



Persons on duty in a regiment (brigade) or a fendui shall wear arm badges (a sample of the arm badge is shown in Appendix 8). The arm badges are distributed by the military region and service (arm) headquarters.

### **Section 111. Relief of Shifts**

**Article 154.** The shift-changing schedule for duty personnel and duty (fendui) shall be fixed by leading officers at or above the regimental level.

**Article 155.** Upon relief of shifts, both the handing over and taking over parties shall be present to go through the handing over procedures in the duty room or at the post as per the specific requirements for the post. Every problem that needs to be followed up shall be clearly explained, and detailed records on every important cases and on the measures that have been taken in that connection shall be available. Both parties shall sign the duty record book after the handing over procedures.

**Article 156.** If an accident takes place upon relief of duty, the handing over party shall assume the principal responsibility for handling the accident, and the relief of duty shall be postponed until the accident is properly handled.

**Article 157.** After the relief of shift, the taking over party shall report to the leading officer. The personnel and fendui working on duty on holidays are usually entitled to a compensation day off after relief of shift.

## **Chapter 10. Security Guards**

**Article 158.** In order to ensure the security of leading officers, Army organs, units, equipment, military supplies, and important military installations, and to protect them against attack or sabotage, the leading officers of Army units shall organize a strong and competent contingent of security guards, and teach them to always keep highly alert and conscientiously perform their duties.

**Article 159.** As far as the organization of security guards is concerned, the leading officer shall adhere to the following principles:

1. He shall meticulously deploy security guards in accordance with the superior's instruction and in light of local circumstances, the nature and quantity of the security guard missions. Usually the security guard missions shall be assigned to the fendui stationed nearby; or a team of security guards will be set up if all fendui are stationed nearby.

2. He shall organize the leading officers of the fendui undertaking security missions to have a survey of the local topography, locate sentry posts, assign security duties, work out communication signals, and define the requirements for posts.

3. He shall regularly check the performance of security guards, and promptly handle any problems discovered.

**Article 160.** The fendui in charge of security protection shall conscientiously engage in security protection training and strictly perform its duties. The leading officer of the fendui shall assign tasks and operate the fendui in accordance with the missions of and requirements for security protection, and shall make sure that every member of the fendui is clearly aware of:

1. The nature and special characteristics of the guarded objects, and the requirements for security protection.

2. The location of the sentry posts, and the topography and circumstances around the posts.

3. The dispatching order of group leaders and security guards.

4. The duties of security guards and the communication signals.

5. The principles guiding the handling of unexpected situations, and the report procedures.

**Article 161.** The security guard team usually shall be organized by a regiment (brigade). And the dispatch, change of shifts, and the specific procedures shall be formulated by the leading officer of the regiment (brigade).

**Article 162.** Security guards brook no attack. Everybody shall do what security guards ask him to do, as is prescribed by the security guard competence regulations.

**Article 163.** Each shift for a security guard shall not last longer than two hours, and the shift shall be appropriately shortened during severely cold and extremely hot weather.

**Article 164.** The platoon leader and deputy platoon leader can act as group leader, subject to the leadership of the fendui's leading officer (group leaders of the security guard team are subject to the leadership of the security guard team). A group leader's duties are as follows:

1. To be familiar with the location of sentry posts and the specific tasks of security guards, and to bear in mind the passwords and communication signals.

2. To urge security guards to make good preparations before performing duties, and to check the dress, appearance, and bearing of security guards.

3. To lead security guards to change shifts on time, and to oversee the relief of shifts and the unloading and loading of bullets as prescribed by the regulations.

4. To inspect the performance of security guards on duty.

5. To handle and report any unexpected situations without delay.

**Article 165.** Security guards are under the group leader's direction. The general guidelines for security guards are as follows:

1. To dress and carry munitions as required.
2. To be familiar with their duties as well as the landmarks and landmarks around their sentry posts, and to bear in mind and correctly use passwords and communication signals.
3. To stay alert at all times, and to attentively monitor the area under their jurisdiction; to stand fast at their posts and keep a tight hold on their weapons all the time while on duty.
4. Never sit, lie down, lean on something, doze off, smoke, read, sing, chat, accept and pass on things, and load their rifles without any justified reason, while on duty.
5. If anyone hinders them in their work, to advise him to stop doing so and promptly report the case.
6. To take effective measures when the guarded object's security is found under threat, promptly handle the situation, and report the case; to use arms if the guarded object is being assaulted, providing that they believe the assault is likely to produce serious consequences if arms are not used; to carry out justifiable defense when their personal safety is under threat.
7. To brief the ones who are to take over on the situation, the instructions from the superior, and the condition of the equipment at the sentry post; and to check and unload the rifles under the group leader's supervision.

**Article 166.** The special work regulations for security guards:

1. Security guards guarding the gate of barracks shall check the identity documents, dress, and appearance of those who pass through the gate, as well as what they carry with them if necessary; they shall show visitors and servicemen's family members visiting the barracks to the janitor's room to carry out registration procedures; they shall maintain order at the gate of the barracks and direct motor vehicles passing through the gate; and they shall report any important cases they have discovered to their group leader without delay.
2. The special regulations governing security guards guarding airports, parking aprons, garages, artillery stores, launching sites, and warehouse are to be drawn up by unit leading officers in light of their local circumstances.
3. The special regulations governing security guards guarding vessels are to be formulated in compliance with the Regulations for Vessels of the Navy and the Regulations for Ships of the Ground Force.

**Article 167.** In general, the post of security guard team leader shall be held by a platoon leader (or by a squad

leader if the size of the security guard team is smaller). The team leader is subject to the leadership of the regimental duty officer (the leader of a security guard team established by a battalion shall be put under the leadership of the battalion's leading officer). The team leader's duties are as follows:

1. To be familiar with the nature and special characteristics of the guarded objects, the location of the sentry posts, and the communication signals.
2. To regularly check the performance of security guards on duty.
3. To take timely measures and promptly handle the situation when receiving reports or signals from the security guards.
4. To carry out instructions of the regimental duty officer (battalion leading officer) without delay, as soon as an alarm or order is received.

#### **Chapter 11. Outfit and Equipment Administration**

**Article 168.** Army units (fendui) shall strictly implement the regulations concerning outfit and equipment administration, observe the maintenance, storage, and examination systems and the regulations on equipment operation, prevent damage, loss, rusting, and malfunction of outfit and equipment, and make sure that they are always in good condition.

**Article 169.** The Maintenance of Outfit and Equipment

1. Light arms that soldiers carry on their person and use in drilling and routine duties shall be cleaned daily and be stripped and cleaned weekly. Light arms that are kept in a store shall be cleaned or stripped and cleaned weekly. The cleaning work includes the cleaning, lubricating, and calibrating of arms and their accessories and the changing of oil and fluid, to be carried out by members of the squad or group or by the personnel who use them.
2. Engineering, antichemical, telecommunication, and optical equipment shall be cleaned daily and serviced weekly as required by the technical regulations concerned.
3. Artillery troops, armored forces, engineer units, and units (fendui) equipped with motor vehicles shall observe a garage/artillery store/machine workshop day system, which means that at least half a day shall be spent on garages, artillery stores, or machine workshops every week (a whole day shall be spent for those with caterpillar vehicles). The main tasks to be done on the garage/artillery store/machine workshop day shall include:
  - a. Checking and servicing vehicles, artillery, radars, command instruments, and machinery.
  - b. Servicing equipment of garages, artillery stores, and machine workshops, and cleaning of these places.
  - c. Necessary professional education.

The garage/artillery store/machine workshop day system shall be incorporated as a part of a unit's (fendui's)

working plan and be implemented by every element in accordance with different technical requirements and regulations.

4. Maintenance and servicing of vessels, planes, and missiles shall be carried as prescribed by the regulations and ordinances concerned.

5. All kinds of electronic equipment shall be serviced as prescribed by the respective servicing regulations and technical requirements.

6. Apart from regular servicing, all equipment that is wet with rain, snow, fog, and dew and is tainted with soil shall be promptly cleaned.

7. Equipment that is sealed up and that is kept in the warehouse when the operators are on leave shall be regularly serviced by specially appointed persons.

#### Article 170. The Keeping of Equipment

1. Warehouses and sites for different kinds of equipment and company ordnance storerooms shall be appropriately built so that they can suit the equipment's features, technical specifications, and safety requirements, are waterproof, fireproof, explosive-proof, and frostproof; can resist the sun and rain; and are not vulnerable to larceny and sabotage.

2. Light arms shall usually be stored in the ordnance storeroom or be placed in dormitories if necessary.

3. Engineering, antichemical, telecommunication, and optical equipment shall be stored in equipment warehouses (storerooms).

4. Tanks (armored cars), cannons, radars, command instruments, machines, and all kinds of wheeled and caterpillar vehicles shall be placed in warehouses (sheds, blindages) in accordance with the respective technical requirements. When they are placed in open air, they shall be covered with a piece of protective sheeting.

5. Vessels shall be birthed, airplanes shall be parked, and missiles shall be stored appropriately as prescribed by the regulations and ordinances concerned.

6. Equipment stored in a warehouse shall be placed by category as prescribed by the regulations; acid, alkali, toxic materials, inflammables, and explosives shall be separately stored, strictly in compliance with the storage regulations and safety rules.

7. The quantity of munitions kept by a unit (fendui) shall conform to the storage record, and retention of extra ammunition is strictly prohibited.

8. Equipment that has been sealed up shall not be used without prior approval. Use of such equipment in case of emergency is subject to approval by the immediate superior and shall be reported without delay to the superior who ordered the sealing up of the equipment.

9. Strict procedures, including registration and statistical procedures, shall be followed when equipment is handed over or sent for repair. Loss and damage of equipment shall be accurately reported to the superior.

10. The storage of all kinds of equipment and materials for Army units shall follow the principle of "three classifications and four specifics," that is, equipment and supplies shall be classified into three categories, namely, those to be carried on one's person, those to be carried by vehicles, and those to be left behind, and specific equipment and supplies shall be taken care of by specific persons, carried by specific vehicles, and stored at specific locations.

#### Article 171. Inspection of Equipment

1. Light arms which are carried by soldiers along with them and which are used in drilling and routine duties shall be checked daily in a squad, weekly in a platoon, semimonthly in a company, monthly in a battalion, and quarterly in a regiment. Light arms and large equipment that are stored together in a place shall be checked weekly in a squad, semimonthly in a platoon, monthly in a company and a battalion, and quarterly in a regiment.

2. A division (brigade) and an independent regiment shall carry out a general inspection of equipment each year.

3. Apart from regular inspection, every piece of equipment shall be checked before and after use.

#### Article 172. The Use of Equipment

1. Personnel operating the equipment shall be familiar with its features, and shall know how to operate and check the equipment, and to carry out routine service and general repair work.

2. All kinds of equipment shall be used as per their specific uses and technical specifications, and equipment information forms (cards) shall be filled in promptly as required.

3. Equipment operators shall strictly observe operation procedures and safety regulations.

4. Operating a piece of equipment that one is not authorized to operate is strictly prohibited.

5. Use of Army equipment for production, business, and other purposes without permission is strictly prohibited.

6. Use of ammunition shall observe the principle of "consuming old things as well as odds and ends first," and seal-breaking procedures shall be strictly implemented. Allotted ammunition shall not be used for any other purpose.

7. Efforts shall be made to save ammunition, fuel, supplies, and other materials.

#### Article 173. Administration of Garages, Artillery Stores, and Machine Workshops



1. Garages, artillery stores, and machine workshops shall be installed in accordance with the nature of missions, local circumstances, and the quantity of vehicles, cannons, and machines. Units where it is not suitable to install garages, artillery stores, and machine workshops shall also observe the regulations concerning garages, artillery stores, and machine workshops.

2. The sites for garages, artillery stores, and machine workshops shall be safe and convenient for vehicles, cannons, and machines to move in and out and can serve as a convenient place for storage and repairs. In wartime, the installation of garages, artillery stores, and machine workshops shall also be convenient for evacuation and can be easily covered and camouflaged.

3. Vehicles, cannons, and machines shall be lined up in good order; those that are sealed up shall be separated from those that are in frequent use.

4. Storing inflammables, explosives, and other dangerous objects and irrelevant supplies in garages, artillery stores, and machine workshops is strictly prohibited, and all passages shall be kept clear.

5. All vehicles, cannons, and machines shall undergo strict technical inspection before leaving garages, artillery stores, and machine workshops and shall be inspected and serviced soon after returning.

6. A shift duty system shall be established for garages, artillery stores, and machine workshops. Persons on duty shall be assigned by the leading officers of a unit (fendui), and are subject to the leading officers' leadership and the technical operation department's supervision. The responsibilities of the persons on duty are as follows:

a. To stay well informed of the quantity, condition, and location of vehicles, cannons, and machines; to carry out technical testing; and to supervise technical operation of garages, artillery stores, and machine workshops.

b. To maintain good order and a neat environment in garages, artillery stores, and machine workshops, and to keep the equipment and installations there in constantly good condition.

c. To strictly implement inspection and registration procedures for personnel, vehicles, cannons, and machines entering and leaving garages, artillery stores, and machine workshops.

d. To immediately report and handle any unexpected situations.

In case of need, some extra daily duty persons can be assigned to garages, artillery stores, and machine workshops to assist duty officers in management.

**Article 174.** The management of equipment and installations at piers, airports, and bases is defined by the respective regulations and ordinances concerned.

## **Chapter 12. Messing Arrangements, Agricultural and Sideline Production, and Financial Control**

### **Section 1. Messing Arrangements**

**Article 175.** The leading officers of a unit (fendui) shall set store in messing management, improve mess quality, ensure that meals are up to the qualitative and quantitative standards for different classes, and guarantee that all members of the unit are supplied with meals under all situations.

1. Cooks shall be recruited from among healthy soldiers of political integrity. The kitchen staff shall be educated to love their job and to willingly serve fellow soldiers. It is necessary to strengthen military training and political education for the kitchen staff, always keep well informed of their ideological condition, and assist them in resolving practical problems in good time.

2. It is necessary to strengthen vocational training for the kitchen staff, enable them to constantly keep up and improve their cooking skill, and make sure that they are so well trained that they will be able to maintain normal mess service in wartime. Every grassroots mess unit shall have a sergeant cook with professional standards.

3. It is necessary to practice the menu-setting system, the system of publishing mess accounts, the daily supply consumption recording system, the kitchen shift duty and assistant cook system, and the food hygiene system, to bring the role of the economic committee into play, to regularly solicit opinions from fellow soldiers, to regularly review meal quality and check accounts, and to do away with corruption and waste.

4. It is necessary to vigorously organize spare-time farming, adhere to the principle of consuming grain in a planned way, and economize on grain, fuel, and water.

5. It is necessary to vigorously improve the mess, increase the choices of meals, pay more attention to nutrition and taste, strive to improve the meals for the sick and wounded, show respect for the mess habits of those officers and soldiers of minority nationalities, and ensure that all personnel are supplied with sufficient and good food.

6. Kitchens and canteens shall always be kept clean and shall have sterilization, anti-fly, and hand-washing facilities. All cooking utensils shall be cleaned and properly replaced after use. Purchase, preparation, and storage of food shall meet the hygiene requirements. The separate dish and public chopsticks and spoons system shall be practised. All public and private tableware used in the canteen shall be thoroughly cleaned and sterilized with a view to preventing contagious diseases and food poisoning.

7. The kitchen staff shall undergo a health check every quarter, and anyone who is found infected with dysentery, typhoid, infectious hepatitis, and other contagious diseases related to the digestive system (including carriers), and anyone who is found infected with active

pulmonary tuberculosis and festering and oozing skin diseases, shall be immediately separated from the mess and sent to the hospital for treatment.

8. It is necessary to tighten up food and fund control. In general, military officers shall not buy food from grassroots mess units. If they need to buy food from these units, their purchase shall not exceed their food quota, and they shall pay for the food at the fixed prices. Any infringement upon the soldiers' interests is strictly prohibited. Those who are supposed to have their meal in the grassroots mess shall not eat elsewhere unless they are out on a business trip or on home visit, or are staying in the hospital.

9. Company officers shall organize fellow soldiers to assist in cooking on holidays.

**Article 176.** The company kitchen is operated by duty kitchen managers. Deputy squad leaders and some designated soldiers are to act as duty kitchen managers in rotation, subject to the company duty officer's leadership. Their duties are as follows:

1. To inspect purchased food and sign the purchase vouchers.
2. To make sure that the quantity of meals prepared is enough to feed the soldiers and to sign the daily supply consumption record.
3. To urge the kitchen staff to prepare meals as scheduled.
4. To urge the kitchen staff to maintain personal hygiene and to inspect and assist in maintaining mess sanitation.
5. To order meals for the sick and wounded and to have meals kept for those on duty and those who are out.

#### **Section II. Agricultural and Sideline Production**

**Article 177.** Units at and below the regimental level shall develop agricultural and sideline production centering on farming, in light of their local conditions, and properly manage plants run by servicemen's family members as well as service cooperatives for the soldiers. Units at and below the regimental level are not allowed to run compensated labor service. Every organic regiment (jian zhi tuan 1696 0455 0957) (brigade) shall establish a multifunctional everyday life service center and a food-stuff production base that can ensure steady supply.

**Article 178.** The company shall properly run spare-time production, such as hog raising, vegetable growing, and small workshops, and shall strive to fulfill the goal of being fully or basically self-sufficient in meat and vegetables.

**Article 179.** Returns from agricultural and sideline production shall be used mainly to improve the soldiers' livelihood and mess. The distribution of such returns shall be brought under financial control. The income derived from sparetime production by a grassroots unit

shall belong to that grassroots unit, and surplus products shall not be sold on the market.

#### **Section III. Financial Control**

**Article 180.** The leading officer of a unit (fendui) shall exercise strong leadership over financial affairs and set an example in observing financial discipline. He shall educate all personnel to strictly implement the financial system and other regulations set by the superior and to practice strict economy. The use of any illegitimate means to seek interests for the collective or individual and any other illegal economic activities are strictly prohibited.

**Article 181.** Every unit shall apply for funds strictly according to the set standards and its own supplying capacity, and any attempt to secure extra funds by providing false information is absolutely prohibited. The mess fund, forage fund, official business fund, and the returns from agricultural and sideline production which are at the company's disposal shall be recorded in the account books, and the accounts shall be updated daily and settled monthly. The actual amount of funds at hand shall be consistent with the records in the account books; funds shall be spent carefully, in a planned way, and according to the financial plan; and the accounts shall be checked regularly and published in good time. The salaries, wages, allowances, welfare fund, home-visit expenses, and business-trip allowances applied for and collected by the company shall be collected and released on time, and the accounts shall be settled in good time.

**Article 182.** It is necessary to strengthen financial supervision, exercise strict control over outlay of funds as well as approval procedures, and do away with graft, waste, loss, and larceny. No fund shall be misappropriated for personal use. In special cases where an individual needs to secure a loan, his application shall be approved by the organ concerned at and above the regimental level according to the relevant regulations.

**Article 183.** It is necessary to tighten cash control and exercise strict control over the outlets of cash, and ensure that all cash is spent in a planned way, all income and spending are appropriately put on record, and cash is safely kept.

**Article 184.** All confiscated or unearthed gold, silver, foreign exchange, securities, and valuables shall be turned over without delay, with all due procedures executed. No unit or individual shall keep these items.

#### **Chapter 13. Sanitation**

##### **Section I. Personal Hygiene and Health Care**

**Article 185.** Before being assigned to a unit, a new soldier is required to go through a series of hygienic procedures including haircut, shower, and clothes changing, as well as physical examination and medical record registration. He shall also hear a briefing on health care knowledge and be vaccinated. New soldiers coming from and

passing through epidemic-inflicted areas shall undergo collective quarantine procedures, and anyone who is found or suspected to be infected by any contagious disease shall be isolated immediately, and the contaminated environment and all contaminated objects shall be sterilized. Any soldier who is sick, is not likely to recover within a short period as certified by an Army hospital, and is therefore not suitable for military service shall be returned to his place of origin according to regulations.

**Article 186.** It is necessary to conduct health education regularly and to cultivate good hygiene habits—always wash hands before meals and after using the lavatory, never eat unclean food, never drink unboiled water, never eat and drink too much at one meal, bathe, have haircuts, trim nails, and wash clothes and bedding regularly; never spit or piss in inappropriate places, never litter rinds, cigarette stubs, and wastepaper; encourage people to give up smoking, never smoke where smoking is prohibited, and keep private and public places clean.

**Article 187.** Servicemen shall undergo physicals and health checkups. In general, a military officer shall undergo a health checkup every year and a soldier shall undergo a health checkup every other year, and a health report shall be filled out for each.

**Article 188.** Servicemen shall be vaccinated and take prophylactic medicines according to the regulations. All servicemen returning from epidemic-inflicted areas shall pass a quarantine, and all contagious disease patients shall be isolated and treated immediately.

**Article 189.** A serviceman who is sick shall report his sickness to his immediate superior in good time, and go to see the doctor as soon as he receives permission. The doctor is to decide whether he should be treated as an outpatient, be hospitalized, or undergo treatment while staying in the barracks; and the doctor will write a certifying letter for full rest or quasi-rest for the patient. The medical service organ shall give emergency treatment at any time to a patient infected with acute disease in the hospital or at the patient's home.

**Article 190.** Some required formalities shall be completed before a serviceman is sent to a hospital (sanitarium). Before a soldier/officer is sent to a hospital (sanitarium), the company leading officer/immediate superior shall remind him of some points for attention and specific requirements, and, if necessary, send someone to accompany the patient to the hospital or sanitarium. If the patient is to stay in the hospital for a long period, his unit shall send some people to visit him from time to time.

**Article 191.** While staying in the hospital (medical unit), the patient is administered by the hospital (medical unit). The patient shall observe the hospital (medical unit) regulations and obey the administration. The hospital (medical unit) shall take action against any patient who disobeys administration and violates discipline, in accordance with the PLA Discipline Regulations; and shall notify the patient's unit in good time. When the

patient is discharged, the hospital (medical unit) shall make an assessment of his performance during his stay. The hospital is not authorized to permit a discharged patient to take a home-visit leave.

**Article 192.** A serviceman who has just been discharged from a hospital or who has just seen a doctor shall return to his unit in good time; he shall not take the opportunity to visit his family or any relatives and friends without approval.

### **Section 11. Indoor and Outdoor Sanitation**

**Article 193.** It is necessary to launch the patriotic health campaign in depth, step up construction of sanitation facilities, and improve management. It is necessary to vigorously eradicate mosquitos, flies, rats, bedbugs, and cockroaches, and to prevent diseases. The interior of a building shall be kept neat and tidy, be filled with fresh air, and be free of dirt, cigarette stubs, and dust. The task to maintain outdoor sanitation shall be shared among sanitation zones, roads shall be kept smooth, ditches shall be dredged regularly, the ground shall be free of puddles, and garbage shall be cleared regularly.

Both the ground outdoors and the floor indoors shall be swept every day and a general cleaning shall be conducted every week.

**Article 194.** Water sources and water quality shall be checked regularly. If the quality of the water is not up to standard, the water shall be purified and sterilized. It is necessary to strengthen protection of water sources. Lavatories and manure pits and garbage dumps shall be only installed at least 50 meters away from a drinking-water source, and bathing and washing clothes and other thing near the source of drinking water are forbidden.

**Article 195.** Lavatories and livestock sheds shall be flushed every day, and be kept clean and free of maggots. Lavatories shall be equipped with anti-fly devices, manure pits shall be sealed hermetically, and excrement shall undergo innocuity treatment.

**Article 196.** Usually a platoon shall carry out a hygiene inspection every day; a company shall carry out a hygiene inspection every week, and a battalion shall carry out a hygiene inspection every month; and a unit at or above the regimental level shall carry out a hygiene inspection and assessment every quarter or on the eve of every major festival.

### **Chapter 14. Administration of Barracks, Army Properties, and the Company's General Affairs**

#### **Section 1. Barracks Administration**

**Article 197.** The leading officer of a unit (fendui) shall strengthen barracks administration, teach their subordinate and other personnel concerned to conscientiously observe discipline and laws and to practice civility, so as to maintain good order both in work and in everyday life, to ensure security, and to keep the barracks area neat and tidy.



#### **Article 198. Security Within Barracks**

1. The entrance guard system shall be strictly implemented. All personnel living within the barracks, when passing through the barracks gate, shall produce their passes issued to them by their own units; visitors shall complete strict registration formalities; everyone who takes something out of the barracks shall produce a document of approval; those who are allowed to stay in the barracks temporarily shall apply for a temporary pass.

2. Domestic helpers and temporary workers hired to work in the barracks shall first undergo political screening and registration, and approval shall be obtained before such personnel are employed.

3. Fighting, excessive drinking, gambling, keeping of contraband, appropriation of public property or other people's property, and other bad behavior are strictly prohibited within the barracks.

4. Playing with airguns and slingshots within the barracks is strictly prohibited; and nobody is allowed to fire off firecrackers and fireworks except in designated places and at designated times.

5. No peddlers are allowed to peddle within the barracks area or to set up stalls at the barracks gate.

#### **Article 199. Order Within the Barracks Area**

1. The location of living facilities and other things within the barracks shall suit local circumstances and the needs of war preparations, and shall be convenient of access and be placed neatly; and the factor of safety shall always be taken into consideration.

2. The working environment shall be neat, clean, and silent, and chasing, playing, and chatting during working hours are prohibited.

3. Arousing hubbub, playing stereos, and doing anything that may affect others during the afternoon snooze or after the lights-out call are prohibited.

4. Road signs within the barracks area shall be eye-catching and complete; cars shall be parked at designated places and shall run along designated routes within a set speed range; nobody is allowed to sound the horn and test the brakes within the barracks area; a bicycle shall not carry any passenger other than the cyclist, and all cyclists shall get off their bicycles when they pass through the barracks gate.

5. It is necessary to abide strictly by the regulations concerned at auditoriums, playgrounds, classrooms, canteens, bathrooms, sports grounds, gymnasiums, and recreational centers, observe discipline, maintain good order, and practice civility.

6. It is not allowed to organize any dance parties for commercial purposes within the barracks area, or to lend any part of the barracks to local organizations for dance parties.

7. If unoccupied barrack buildings are used to run businesses, they shall be separated from other barracks buildings if possible.

8. Army units stationed in urban areas shall not allow raising livestock within office buildings and living quarters; for Army units stationed in nonurban areas, vegetable growing shall be subject to unified planning, and livestock shall be raised in sheds.

**Article 200.** The barracks area greening project shall be planned out in a unified way, and the barracks area shall be divided up and assigned to different groups to plant trees on a contract basis. Management of trees, woods, lawns, and gardens shall be strengthened, and felling and transplanting trees, treading on grass and seedlings, and picking flowers and fruit without approval are prohibited.

**Article 201.** It is necessary to set store in environmental protection in the barracks area. Army units shall adopt environmental protection measures in compliance with the relevant state's regulations; assist local governments and people in protecting the environment and natural resources and in preventing environmental pollution. All construction projects shall be reasonably planned, with the comprehensive exploitation of natural resources taken into account.

**Article 202.** It is necessary to strengthen education in fire prevention and protection, adopt fire prevention measures, and maintain good management of fire and power sources. Units at and above the regimental level shall assign some fendui to take charge of fire protection and offer some necessary fire protection training. Some people shall be designated to take care of firefighting equipment, carry out regular inspection, and prevent such equipment from being misused and damaged.

**Article 203.** Barracks management shall be exercised on a group-by-group basis, with a number of barracks buildings located close to each other grouped together as a basic unit. If possible, military administration quarters and servicemen's family living quarters shall be separated and be administered separately.

**Article 204.** Service personnel in the unit office shall be grouped in a unified way, lodged together, and put under the administration of designated persons, so as to prevent lax discipline.

**Article 205.** If units belonging to different organizational systems are stationed in the same barracks area, a unit shall be designated to take charge of barracks management.

**Section II. Barracks Property Management**

**Article 206.** Barracks properties include the site of the barracks, barracks buildings, barracks facilities, fields and grounds, roads, water and power supply, heating, sanitation, fire protection, and other subsidiary equipment, and woods belonging to the barracks.

The leading officers of a unit (fendui) shall set great store in the management of barracks properties, and teach their subordinates to take good care of barracks properties and to observe the regulations on barracks property management.

**Article 207.** Barracks, barracks facilities, and equipment shall be properly used according to the regulations. Nobody is allowed to demolish or rebuild barracks properties, or to assign them for other uses without prior approval. Real estate shall not be sold or made over to others without approval.

**Article 208.** A rotational service and management responsibility system shall be practiced for barracks, barracks facilities, and equipment, with a view to preventing damage and loss, prolonging their service life, and ensuring operational safety. The files on barracks properties, land certificates, and house property deeds shall be properly kept by designated persons.

**Article 209.** A unit which is to relieve garrison, be shifted elsewhere for garrison duty, or be abolished shall properly sort out, register, and hand over barracks property and the relevant files.

**Article 210.** It is necessary to strengthen management of water and power supply and economize on water and power.

**Article 211.** A checkup and registration shall be carried out once a year of those who do not belong to the unit but are allowed to stay temporarily in the barracks for special reasons, and these people's living expenses shall be duly charged according to the regulations concerned.

**Section III. Administration of the Company's General Affairs**

**Article 212.** A company shall keep its domain neat and tidy and maintain good order; barracks facilities, tools, banners, bulletin boards, and charts shall be arranged in a unified manner on a battalion or company basis.

**Article 213.** With regard to bedding, the mattress pad, mattress, and bedsheet shall be laid in an appropriate order. The blanket shall be folded longitudinally into three and then laterally into four, and the folded blanket shall be placed in the center of an end of the bed, with the end of the blanket facing forward.

**Article 214.** With regard to the mosquito net, it shall be hung neatly; during the day, the two corners of the outward side of the mosquito net shall be pulled toward and attached to the other side, with the pleats hung down smoothly.

**Article 215.** With regard to the overcoat, in the season for overcoat, if it is not worn during the day, it shall be folded neatly and put beneath the blanket; if the overcoat is not to be used for a long time, overcoats of a group of soldiers shall be put together in a storeroom.

**Article 216.** With regard to shoes, those that are used frequently shall be placed on the floor under the bed or on a rack under the bed if there is one. The quantity, variety, and location order of the shoes shall be standardized on a company basis.

**Article 217.** The location order of the dress, hat, and belt shall be uniform on a battalion or company basis. Usually they shall be hung on a clothes rack or put on the bed in the following order: uniform belt, overcoat, and hat.

**Article 218.** With regard to the location of toilet articles, the washbowl shall be put on the washstand, the toothbrush and facial cream shall be put in the washbowl, and the towels shall all be hung on ropes or racks.

**Article 219.** With regard to the location of the outfit, the rope and band for the knapsack shall be properly wound and put beneath the mattress corner; satchels, water bottles, and raincoats shall all be put in a wardrobe, and the order and location of these articles in the wardrobe shall be regularized on a battalion or company basis.

**Article 220.** With regard to the location of other things, the vacuum bottle and cups shall be put on the desk; ink and paste bottles shall be put in the drawer; and newspapers shall be placed on the newspaper shelf or cabinet. Campstools (stools) may be gathered together and placed at an appropriate place in the room or be placed separately under the beds, but their location shall be regularized on a battalion or company basis.

**Chapter 15. Emergency Combat Readiness and Emergency Muster****Section 1. Emergency Combat Readiness**

**Article 221.** Emergency combat readiness is a stage that a unit goes through before shifting to degrees of combat readiness in accordance with the superior's prior order.

The operation to shift the degree of combat readiness shall be ordered by the unit's leading officer according to the PLA Regulations on Degrees of Combat Readiness.

**Article 222.** The stage of emergency combat readiness consists of the following procedures:

1. Issuing the preliminary command for emergency combat readiness.
2. Carrying out ideological and political mobilization for emergency combat readiness.
3. Intensifying the combat readiness duty, keeping a close watch on the enemy's movements, always keeping well informed of the situation, taking prompt action to

cope with the situation, and maintaining smooth operation of telecommunications.

4. Working out or modifying the unit's operation plan in light of the situation and the requirements of the operation.

5. Suspending the granting of leaves and approving of applications for home-visit trips in light of actual needs, massing forces, and calling back personnel who have been sent out of the barracks.

6. Further implementing the principle of "three classifications and four specifics," and doing rush repairs of equipment.

7. Organizing routine services and logistics support in light of the situation.

8. Revising the rear service plan and making sure that the organs staying behind will start working in due course.

#### **Section II. Emergency Muster**

**Article 223.** Army units shall carry out an emergency muster according to the superior's emergency combat readiness command or in the following cases:

1. When discovering or being under enemy surprise attack
2. When threatened and hit by fire, flood, earthquake, typhoon, or other natural disasters.
3. When receiving emergency tasks assigned by the superior or when facing major unexpected situations.

**Article 224.** The leading officers of a unit (fendui) shall work out an emergency muster plan in advance and issue the order or signal when an emergency muster is necessary. In general, the emergency muster plan shall include the following items:

1. The location for emergency muster, the entrances and exits, and the signs indicating entrances and exits.
2. The alarm signals and the method of notification.
3. The time limit for all fendui (all personnel) to arrive at the place for emergency muster.
4. The quantity of outfit, equipment, and Army provisions to be carried.
5. The organizations to coordinate routine services and the method of contact.
6. The operation plan for the duty fendui.
7. The organization of outpost troops, camouflage, and antiaircraft, antinuclear, antichemical, antibiological, and anti-incendiary weapon measures.

8. The organization of the rear personnel, the arrangement for sick and wounded personnel who cannot move along with the troops, and the disposal of materials that are to be left behind.

**Article 225.** When a unit (fendui) receives the order (signal) for emergency muster, it shall act promptly and in good order according to the regulations concerning emergency muster, arrive at the designated place on time, and complete preparations for combat or movement.

The leading officers of the unit (fendui) shall send or recall outposts in good time in light of the situation; see that all personnel muster promptly; count heads as well as arms and equipment; adopt security protection measures; and direct the unit (fendui) to promptly carry out missions.

**Article 226.** In order to enhance the emergency operation ability of a unit (fendui) and to examine its combat readiness, an emergency muster drill shall be called monthly for a company, quarterly for a battalion, and semiannually for a regiment (brigade). The time for an emergency muster drill shall be fixed by the leading officers of the unit (fendui) according to the missions assigned and the surrounding circumstances.

**Article 227.** Military exercises for vessel and Air Force units are prescribed by the regulations concerned of the Navy and Air Force.

#### **Chapter 16. Camp Administration**

**Article 228.** If a unit (fendui) needs to camp out while undergoing training and carrying out military exercises, national defense construction projects, and disaster relief missions, it shall make good preparations. Before camping, the unit (fendui) shall launch ideological mobilization and conduct education in policy and discipline, get in touch with the local government of the place where it is going to camp, find out local social circumstances, and make arrangements to resolve problems concerning the supply of army provisions, fuel, foodstuffs, and other supplies. While camping, the unit (fendui) shall conduct propaganda among the masses, show respect for the local people's customs and habits, observe discipline in contact with the masses, and improve relations between the Army and the government and between the Army and the people.

**Article 229.** With regard to camp administration, in principle, the relevant provisions in different chapters of these regulations shall be implemented, and special attention shall be paid to the following matters:

1. It is necessary to have a clear picture of the ideological state of the troops, conscientiously carry out ideological and political work, promptly discover and solve problems.



2. It is necessary to maintain efficient telecommunications; local telecommunications setups may be used if necessary, but security procedures shall be strictly implemented.

3. It is necessary to strengthen the bed check and sentry inspection system, and to strictly implement the system of application for leave and reporting for duty after leave.

4. Usually light arms shall be carried on one's person, or be gathered and stored together according to the actual situation. Automobiles, cannons, and machines shall be parked or placed in temporary garages, artillery stores, and machine shops; if they are parked or placed in open air, they shall be covered by a piece of protective sheeting. Caterpillar vehicles shall have special access to the temporary garages. Some persons shall be appointed to be duty persons in charge of the temporary garages, artillery stores, and machine shops and work on round-the-clock shift duty.

5. Powder, munitions, gasoline, and other inflammables and explosives shall be stored separately in safe places; military supplies shall be stored in fireproof warehouses with good ventilation. The storing places shall have fire-protection equipment and tools, and strict precautions shall be taken.

6. Attention shall be paid to dietetic hygiene. It is necessary to start improving the mess by improving objective conditions, and to ensure that Army units are supplied with enough food of good quality and with boiled water. It is necessary to conduct meticulous surveys of water sources and properly protect them and, if necessary, do laboratory tests and sterilization of the water and send some people to guard water sources.

7. Temporary lavatories shall be located more than 50 meters from the kitchen and the water source. Garbage shall be disposed of at a designated place. The campsite shall be swept regularly, and the Army units shall launch public health and disease prevention drives in cooperation with local people.

8. Temporary stables and horse pens shall be set up, and only the Army's own hay mangers and water troughs shall be used. Army horses shall be isolated from other livestock kept by local people and be prevented from damaging buildings, trees, and crops.

9. It is necessary to heighten vigilance, strengthen guarding, and tighten up security in cooperation with local departments concerned. It is also necessary to enhance war readiness when necessary and work out emergency procedures.

10. It is necessary to correctly select the campsite, properly set up the camp, and take measures to prevent frostbite, heat, flood, fire, dampness, and epidemic diseases according to the special conditions of different

areas and seasonal meteorological changes, so as to keep the personnel, equipment, and Army horses in good shape.

**Article 230.** Before leaving, the unit (fendui) shall sweep the campsite, fill up temporary lavatories, dispose of dangerous objects, demolish or hand over fortifications, take stock of supplies, settle accounts, carry out discipline inspection, solicit opinions from the local government and the masses, and express thanks to the departments concerned and the masses.

## **Chapter 17. Safe Operation**

### **Section 1. Basic Requirements for Safe Operation**

**Article 231.** Safety operation is a regular and comprehensive task of the Army. As far as this task is concerned, the principle of taking prevention as the key link shall be adhered to. Maintaining safe operation is an important part of the Army's efforts to step up general construction and the common duty of leading officers and departments at all levels and all servicemen.

**Article 232.** Leading officers at all levels shall place safe operation on the priority agenda, conscientiously plan tasks, strengthen macroscopic control and specific guidance, and stress safety throughout the whole process of Army operations, from war preparations to training.

**Article 233.** It is necessary to enhance cadres' sense of responsibility, introduce a safe operation responsibility system, and charge cadres with the duty regarding safe operation in accordance with their positions. A variety of responsibility systems, such as the contracted responsibility system for leading cadres and the responsibility system on the organ basis, shall be applied to army organs and to separate units directly under the army headquarters, so that safe operation measures can be implemented in a down-to-earth manner.

**Article 234.** It is necessary to strengthen education in safe operation, correctly handle problems arising from among officers and soldiers, and do away with all factors that are unfavorable to safe operation.

**Article 235.** It is necessary to strictly implement regulations, ordinances, rules, and systems, strictly observe the operational procedures and safety regulations relating to arms and equipment, straighten up work style and discipline in due time, and promote safe operation.

**Article 236.** It is necessary to strengthen military training and education in basic knowledge, constantly improve the military quality of both officers and soldiers, ensure that all personnel can correctly, skillfully manipulate their weapons and equipment, and thus enhance the Army's ability to cope with emergencies.

**Article 237.** It is necessary to focus on key aspects of safety work in light of the situation, the features of missions, and seasonal changes; special attention must

be paid to safe driving of Army vehicles, tightening control over munitions, and earnestly guarding against any major accidents.

**Article 238.** It is necessary to establish and consolidate mass safe-operation organizations, launch a wide variety of safety emulation drives, carry out regular inspections and assessments, and commend and reward advanced units and individuals.

**Article 239.** Should any accident occur, it shall be reported to the superior in good time, the causes shall be found out, and the case handled correctly. It is necessary to adhere to the principle of seeking truth from facts and that of being strict and fair in meting out rewards and punishments. Those who try to shirk responsibility, give false information, conceal facts, and fail to report accidents promptly shall be held responsible for their malpractices.

**Article 240.** Leading officers and organs at all levels shall make thorough investigations and studies, sum up and popularize advanced experience in good time, pay attention to resolving actual problems, and make unremitting efforts to make safe operation more scientific and efficient.

## **Section II. Prevention of Common Accidents**

**Article 241.** In order to prevent accidents relating to automobiles and other motor vehicles, the following principles shall be observed:

1. Drivers shall be strictly selected, trained, and assessed. Those who are unqualified shall not be issued a "vehicle driving license"; and those who are not skilled enough are not allowed to carry out any mission alone. Non-drivers are strictly prohibited from driving any vehicle.

2. The regular check and maintenance system for automobiles shall be strictly implemented. It is necessary to check the automobile's technical condition before leaving the garage and while driving; an automobile that stalls shall not continue to be run; automobiles shall be serviced in good time after returning to the garage, so that they are always in good technical condition.

3. Meticulous arrangements shall be made before automobiles are sent out on a mission. If only one automobile is sent out, it shall be driven by a skilled and very trustworthy driver. If a few automobiles are sent out, an officer shall go along. Before an automobile is sent out, safety requirements shall be set in light of the mission, the road conditions, the weather, and so on. A report on the automobile's condition shall be made after its return to the garage.

4. It is necessary to strictly implement the automobile dispatching system. Every automobile leaving the garage shall have a document of approval such as a car dispatching slip. Dispatch of automobiles without approval is strictly prohibited.

5. It is necessary to strictly implement the regulations concerning the carrying capacity of vehicles. Overloading and carrying excessively long, wide, or tall objects are forbidden. If the height of the cargo carried by a truck exceeds that of the sides of the cargo bed, nobody is allowed to sit on top of the cargo while the truck is moving. Safety regulations shall be strictly observed when an automobile is carrying inflammables, explosives, and other dangerous goods. When a group of people travels by automobile, one passenger must be appointed as head of the group and another be appointed as safety inspector. While the automobile is running, no passenger is allowed to lean out the window. If the height of the sides of the cargo bed is less than one meter, passengers shall not stand while the automobile is moving. No one is allowed to play on an automobile, or to urge or tempt the driver to exceed the speed limit.

6. While driving, the driver shall concentrate on road conditions, and shall never smoke, eat, chat, and joke. He shall observe traffic regulations, obey the traffic controller's direction. Driving at a speed higher than the speed limit and improper passing are prohibited; and driving after drinking is absolutely forbidden.

**Article 242.** In order to prevent accidents in construction work:

1. Construction personnel shall strictly observe operational procedure and safety regulations, shall not lower their vigilance and act recklessly, disregarding rules and objective conditions. Cadres shall be present at the construction site, and, should any accident occur, resolutely and promptly cope with the situation. Upon relief of duty, the handing-over party shall brief the taking-over party on any accident cases and any problems that merit attention.

2. With regard to demolition work:

a. It is necessary to delimit the safe area and the dangerous area, make public the blast ignition signal, and send people to block off the demolition site before demolition work is carried out.

b. It is necessary to carefully check the quality of the powder and explosion equipment; a burning speed test shall be carried out on the fuse.

c. The connection of the explosion ignition circuits shall be carried out in a safe place; biting wire with teeth and hammering detonators are strictly forbidden.

d. When readying a powder charge, irrelevant personnel are not allowed to stay on the scene. Punching holes [in the canister] while loading is prohibited, using a powder charge that is too strong is prohibited, tamping the powder with any metal tool is prohibited, use of excessive powder is prohibited, and testing of conducting detonators or circuits in the operation area is prohibited.

e. Dynamiters shall have their respective duties clearly defined, each person shall not ignite too many blastholes at one time. In case of fuse detonation, the detonation

time and order shall be kept strictly under control; in case of wire detonation, some persons shall be appointed to take charge of the ignitor. And some persons shall be designated to record the number of blasts while blasting is in progress.

f. Working personnel shall not enter the operation area until 20 minutes after blasting; and, if blasting in a tunnel, shall not enter the tunnel until all the smoke is exhausted. Blastholes that fail to be ignited shall be reignited or be deactivated with the water damping method; digging such blastholes or inappropriate removal of detonators is strictly prohibited.

g. It is necessary to take stock of surplus powder and blasting devices after demolition work and to turn them over to the warehouse. Nobody is allowed to keep these things for any purpose or to dispose of them recklessly.

### 3. With regard to shaft operation:

a. The vault and side wall shall be examined regularly for crevices, loose parts, water leakage, and other abnormal signs. Special signs shall be erected at sections under threat of landslide. If necessary, some persons shall be designated to monitor these sections and sound the alarm in case of emergency.

b. Precautions shall be taken to prevent tubs from colliding and turning over. Passing bays shall be built along the shafts. It is necessary to protect working personnel against injury from operation of tools and equipment.

4. With regard to open-cut operations, the side wall shall be cut a little out of the perpendicular. Soil and rock digging work shall not be carried out in close proximity on two different levels simultaneously.

5. Personnel working high above the ground shall be protected by railings or protection nets. Workers shall wear safety straps and slippage-proof soft-sole shoes, and carry tools in a tool bag. Inserting hammer, axes, or other tools between the waist and the belt is prohibited. Passing tools or supplies by throwing them upward or downward is prohibited. Playing and joking while working is prohibited. Work shall be suspended when there is a thunderstorm, dense fog, or force-six or stronger wind.

### Article 243. In order to prevent injury by arms:

1. It is necessary to tighten control over arms and ammunition. Arms and ammunition shall be stored separately, and guarded by safety facilities. No one is allowed to keep arms and ammunition on his own. No one is allowed to take arms out of the barracks or home without approval. And no one is allowed to lend arms to others without approval.

2. Rifles shall be tested thoroughly before and after cleaning and use. Rifles shall not generally be loaded with bullets.

3. Playing with arms and using other people's arms without permission are strictly prohibited. Playing while holding a rifle or with the rifle pointed at someone is strictly prohibited.

4. Firing practice and explosion drilling shall be organized carefully. The selection of sites and the arrangements shall meet the safety requirements.

5. After firing or shelling practices, it is necessary to check and collect all remaining ammunition. Bad bullets and bombs shall be disposed of according to regulations. Dummy projectiles for practice marksmanship and real bombs shall not be mixed together. Strict inspection shall be carried out when distributing dummy projectiles and projectiles for practice marksmanship to make sure that no real bombs are distributed.

### Article 244. In order to prevent fire:

1. It is necessary to consolidate fire protection organizations, acquire fire protection equipment, carry out regular inspections, and get rid of potential factors that may cause fire.

2. It is necessary to strengthen control over inflammable and explosive supplies and equipment. The storage of these supplies and equipment shall strictly meet the safety requirements. Smoking is strictly forbidden in warehouses and garages.

3. Burning lights shall be kept away from inflammables. Those who use burning lights shall put out the lights before sleeping or leaving the place. The use of gasoline and other volatile fuel for lighting is strictly prohibited. Littering of cigarette stubs and matchsticks is strictly prohibited.

4. Furnace, flue, and other heating equipment, as well as stoves using liquidized gas shall meet safety requirements. These facilities shall be thoroughly checked before use, regularly serviced, and kept and taken care of by designated persons. Using gasoline and other highly volatile fuel to ignite such equipment is strictly prohibited.

5. Smoking and burning are strictly prohibited at oil depots, gas stations, and other places storing volatile oil and gas.

6. Power source circuits and electric equipment shall be examined and repaired regularly. No copper and iron wire shall be used in place of fuse. Connecting wire to power sources and using electric ovens without approval are strictly prohibited.

7. Lighting fires in forest areas is prohibited. Precautions shall also be taken in mountains and grasslands to prevent fire. When cooking in open country, a safe place not affected by the wind shall be selected.



**Article 245.** In order to prevent drowning:

1. Swimming training shall be meticulously organized. A good training site shall be selected, a person shall be appointed to take care of the swimming training team, a rescue group shall be set up, some observers shall be appointed, and there shall be some rescue equipment. The swimming training shall proceed step by step, and nobody is allowed to act recklessly, regardless of the actual circumstances. In swim-across training, the load on one's back shall not be too heavy. Nobody is allowed to leave the team or go beyond the limits of the training area or to play in the water while training.

2. Swimming, bathing, and fishing in rivers, lakes, seas, reservoirs, and canals is strictly prohibited.

3. Rescue equipment shall be on hand when working in the water or fishing, and personnel in good health who can swim shall be selected to undertake such work.

4. Swimming across unfamiliar waters is prohibited. Before attempting to wade across a river, one shall select a good location for wading across.

5. Careful arrangements shall be made before crossing a river by ferry, and overloading a ferry is prohibited. In case of emergency, the commander shall remain calm, and maintain good order; nobody shall jump into the water to escape alone.

**Article 246.** In order to prevent electric shock and being struck by lightning:

1. The installation of power transmission circuits, electric equipment, and lightning conductors shall meet safety requirements, be managed by designated persons, and be examined regularly.

2. Nobody is allowed to lay wire, change wiring circuits, or install electric equipment without permission; mixing or tying telephone lines, broadcasting wire, and power transmission cable together is prohibited; and hanging things on electric wire is prohibited.

3. In case of electric shock, power source shall be immediately cut off or the electric wire shall be moved with an insulated stick or bar.

4. When there is a thunderstorm, nobody shall stand on a prominent spot outdoors or stand beside a tall tree or wire pole or under a high-voltage power transmission cable.

**Article 247.** In order to prevent food poisoning:

1. Purchasing and eating spoiled and polluted food or food that has not passed the quarantine inspection are strictly prohibited. Poultry and livestock that have died of illness and wild plants shall not be eaten if they are not proven edible by laboratory tests.

2. Meat shall be well cooked and salad shall be strictly sterilized before they are served. Raw food and cooked food shall be separately stored; and knives and chopping

blocks for raw food shall be distinguished from those for cooked food. Leftovers shall be properly stored, and be carefully checked and thoroughly reheated before being served.

3. Food shall be stored in a dry, cool, and ventilated place, and precautions shall be taken against mildew and rot. Poisonous materials shall never be stored together with food.

4. Laboratory tests of drinking water shall be carried out regularly; wells and water tanks shall be sealed by lids and locked up to prevent pollution or poisoning by criminals.

**Article 248.** In order to prevent gas poisoning:

1. Furnaces, flues, and gas stoves shall be thoroughly checked and a trial burning shall be carried out before use and they shall be checked regularly while in use. Repair shall be carried out promptly in case of leakage of gas or exhaust gas.

2. Exhaust pipes and wind scoops shall be installed in rooms with heating furnaces. The exhaust pipe shall be cleaned regularly and maintained in good condition. When the fire in the furnace is put out, the exhaust pipe shall not be blocked.

3. The furnace and indoor ventilation conditions shall be carefully checked during the bed check.

**Article 249.** In order to prevent heatstroke:

1. The intensity of the personnel's activities shall be regulated during hot weather and, if possible, the duration of activities in the sun shall be shortened. The principle of balance between work and rest shall be observed.

2. While marching, undergoing training, carrying out missions, or doing manual labor, the servicemen shall be supplied with drinking water. They shall also be supplied with an appropriate amount of light salt water.

3. Attention shall be paid to the ventilation condition indoors, in cars, and on board ships.

**Article 250.** In order to prevent frostbite:

1. Those in combat, training, and performing duties in severe cold shall be supplied with winter clothing and frostbite preventives.

2. Clothes, headgear, shoes, socks, and gloves shall be kept dry and clean, and hands, feet, ears, and nose shall be properly protected.

3. During breaks from marching, drilling, and working, one shall not stand still, sit, or lie down for long periods. Those who are riding horses and in cars shall get off and walk around from time to time.

4. If necessary, the shift for sentries shall be shortened accordingly.

**Article 251.** As for other accidents, appropriate measures shall be taken to provide better prevention according to their natures and special characteristics.

#### **Chapter 18. Administration of Nonmilitary Cadres**

**Article 252.** The nonmilitary cadres of the PLA of China, as cadres within the Army establishment who do not hold military ranks, enjoy the same rights and benefits as those enjoyed by military officers on active service in their work, study, participation in political activities, and in terms of political honor and material rewards; and they jointly undertake the glorious tasks regarding the modernization program, the building of a revolutionary regular Army, and the defense and construction of the motherland.

**Article 253.** According to the nature of the posts of nonmilitary cadres, the following specific stipulations are formulated on their duties, relations, etiquette, appearance and bearing, and titles:

1. Article 13 of these Regulations defining the general duties of military officers applies to nonmilitary cadres; and Article 15 of these Regulations defining the general duties of leading officers applies to nonmilitary cadres holding leading posts. The professional duties of nonmilitary cadres shall be defined by the PLA headquarters, military regions, arms (services), and the Commission of Science, Technology, and Industry for National Defense, respectively.

2. The relations between nonmilitary cadres and military officers and between nonmilitary cadres shall be those between the superior and the subordinate, between the higher level and the lower level, and between Army members of the same ranks, as defined by their organizational relationship and their administrative position.

3. The etiquette for nonmilitary cadres is to signal by nodding or saluting with eyes on the occasions where a salute is necessary. The provisions of Article 59, 63, and 66 of these regulations also apply to nonmilitary cadres. The occasions where a salute is not necessary are listed in Article 60 of these regulations.

4. Nonmilitary cadres shall be neatly dressed in a natural and dignified manner. When working in the office, participating in collective activities, and performing missions outside the office, they shall wear the nonmilitary cadre badge (on the upper left part of the front of the blouse). Male comrades shall not go shirtless or wear only a vest and shorts and slippers, while female comrades shall not wear mini skirts, or expose their necks and shoulders.

5. A nonmilitary cadre may address a military officer, a soldier, or a fellow nonmilitary cadre by his post title (including professional post title), or his title plus his family name, or comrade plus his title. A leading officer or a superior can address a subordinate by name or comrade plus name. If the addressed party's name is not known, he can be addressed as comrade. If the addressed

party is a military officer or a soldier, he can be addressed as comrade plus his military rank.

**Article 254.** The PLA headquarters, military regions, arms (services), and the Commission of Science, Technology, and Industry for National Defense may formulate their administrative regulations for nonmilitary cadres on the basis of the relevant provisions of these regulations.

#### **Chapter 19. Use of the Army Flag and Army Emblem and Playing and Singing of the Army Song**

##### **Section I. Use of the Army Flag**

**Article 255.** The Army flag (see Appendix 1) is the symbol of the reputation, courage, and glory of the Army. All servicemen shall safeguard its dignity and never let it be sullied.

**Article 256.** Units at and above the regimental level and military institutes that possess an Army flag shall observe the following rules:

1. The Army flag is usually used on principal festivals, at important ceremonies, during military review (dress parade), grand rallies, gala parades, and servicemen's oath-taking ceremonies.

2. When the Army flag is used, it shall be held by the flag holder who is accompanied by one flag escort to his left and another to his right. The Army flag shall lead the procession.

3. When ushering in and seeing off the Army flag, servicemen shall remain silent and solemn. When the Army flag passes in front of a fendui, the ranks shall salute the flag with the eyes, and the commander of the fendui shall give a hand salute.

4. In wartime, Army units shall keep their Army flags in their own headquarters; whether the flag is to be unfolded can be decided by the unit commanders in light of the current situation.

5. The Army flag shall be kept by a specially assigned person, checked and hung out to keep dry regularly, and kept intact.

##### **Section II. Use of the Army Emblem**

**Article 257.** The Army emblem (see Appendix 2) is the symbol of the Army. All the servicemen shall properly protect the Army emblem and never let it be sullied and damaged.

**Article 258.** When the form of the Army emblem is used in the design of badges and certificates of merit and to decorate vehicles, vessels, airplanes, and important buildings, it shall be enlarged or reduced proportionally.

**Article 259.** Use of the Army emblem in commercial advertisements, on occasions or decorations that may impair the dignity of the emblem is prohibited.

### **Section III. Playing and Singing of the Army Song**

**Article 260.** The Army song (see Appendix 3) can be played and sung on the following occasions:

1. At the opening of celebrations and important meetings of the state and the Army.
2. At the opening of official diplomatic activities presided over by Army leaders and major international gatherings and meetings held in China.
3. During an Army flag-raising ceremony, military review, parade, and meeting.
4. On other occasions where the Army's dignity needs to be emphasized and manifested.

**Article 261.** The Army song shall not be played and sung on the following occasions:

1. Private weddings, funerals, celebrations, and mourning ceremonies.
2. Dancing parties, general association meetings, and other recreational activities.
3. Commercial activities.

**Article 262.** When the Army song is played and sung during a meeting or gathering, the atmosphere shall be serious, enthusiastic, and solemn. All officers and soldiers present at the meeting or gathering shall stand upright in respectful attention.

**Article 263.** In general, the Army song shall not be played and sung immediately before or after other songs. But, during ceremonies to entertain guests of the Army or international meetings or gatherings held in China, the Army song may be played and sung along with the Army songs of the foreign countries concerned.

### **Chapter 20. Supplementary Articles**

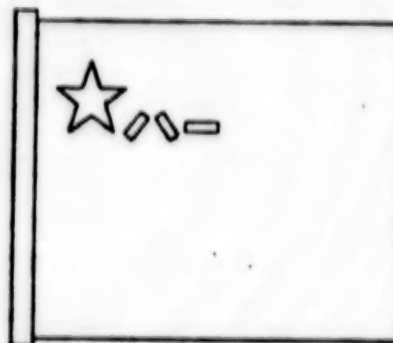
**Article 264.** The term units (fendui) used in these regulations includes vessels, ships, stations, and so on, of the same rank and level; the persons in charge of units (fendui) include the persons in charge of vessels, ships, stations, and so on, of the same rank and level.

**Article 265.** The right of amending and interpreting these regulations resides with the PRC Central Military Commission.

**Article 266.** Different arms (services) of the PLA and the State Commission of Science, Technology, and Industry for National Defense can formulate regulations that suit their own circumstances, based on the present regulations. While implementing the present regulations, different arms (services) of the Army and the State Commission of Science, Technology, and Industry for National Defense shall also implement all the regulations and ordinances relating to them.

**Article 267.** These regulations come into force on the day of their promulgation, and the Interior Service Regulations of the PLA enacted on 6 September 1984 are to be rescinded on the same day.

### **Appendix 1. The Flag of the PLA**



### **Appendix 2. The Emblem of the PLA**



### **Appendix 3. The Army Song of the PLA**

(Words by Gong Mu, music by Zheng Lucheng)

Forward, forward, forward!  
Our ranks face to the sun,  
Marching on the vast land of the motherland,  
Shouldering the nation's hope,  
Ours is an invincible force.  
We are children of the workers and peasants,  
We are the people's armed forces.  
We never fear, we never surrender,  
But will fight bravely  
Until the reactionaries will be all wiped out,  
And Mao Zedong's banner will be fluttering high.  
Listen!  
The wind is whistling and the bugle is sounding:  
Listen!  
How loudly and clearly the revolutionary song is being sung!  
Our comrades are marching in step toward the battle-field of liberation;



Our comrades are marching in step toward the motherland's border areas.  
Forward, forward!  
Our ranks face to the sun,  
Toward the final victory,  
Toward the nationwide liberation!

#### Appendix 4. Samples of Report Messages

Report messages shall be brief and to the point. The content of such messages shall usually include the name of the reporting unit, the type of the on-going work or activities, the positions and names of reporting persons (omitted when reporting to one's immediate superior), and so on. Some samples are given below:

##### A. Reports to One's Immediate Superior

1. When a battalion is carrying out formation drill, the battalion commander reports to the regiment commander: "Comrade regiment commander, the Xth Infantry Battalion is carrying out formation drill, instructions, please."
2. When a battalion is doing morning exercises, a company commander reports to the battalion commander: "Comrade battalion commander, the Xth Company's due attendance is XX, and the actual attendance is XX, instructions, please."
3. When a regiment is being reviewed by the division commander, the regiment commander reports to the division commander: "Comrade division commander, the Xth Infantry Regiment has lined up, please review the ranks."
4. When a battalion commander calls on the regiment commander, he shall reports: "Comrade regiment commander, I would like to report something to you."

##### B. Reports to One's Indirect Superior

1. When a company is carrying out formation drill, the company commander reports to the army commander: "Comrade army commander, the Xth Company of the Xth Battalion, the Xth Regiment of the infantry is carrying out formation drill, instructions, please, reported by Company Commander XXX."

2. When a company is participating in a regimental joint drill, the company commander reports to the regiment commander: "Comrade regiment commander, this is the Xth Infantry Company, the due attendance is XX, and the actual attendance is XX, instructions, please, reported by Company Commander XXX."

3. When a regiment commander visits a platoon, the platoon leader reports to the regiment commander: "Comrade regiment commander, this is the Xth Platoon of the Xth Company, we are studying, instructions, please, Platoon Leader XXX."

4. When a company is carrying out formation drill, the company commander reports to a leading officer whose position he does not know: "Comrade colonel, the Xth Company of the Xth Infantry Battalion is carrying out formation drill, instructions, please, reported by Company Commander XXX."

#### Appendix 5

Samples of Military Officer's Card, Nonmilitary Cadre's Card, and Soldier's Card (the designs are omitted).

#### Appendix 6

Samples of Military Rank Symbols, Hat Devices, Arm (Professional Service) Symbols of the PLA (the designs are omitted)

#### Appendix 7

The Location and Fixing of Hat Devices, Shoulder Emblems, Arm (Professional Service) Symbols, and Collar Badges (the illustrations are omitted)

#### Appendix 8

Samples of Shoulder Patches for Personnel on Duty (the designs are omitted)

#### Appendix 9

Samples of Leave Certificates (omitted)

#### Appendix 10

Hair Styles for Enlisted Men and Women (omitted)

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**DATE FILMED**

29 Aug. 1990